OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Updated 1/19/2021

Under ODE's **Ready Schools, Safe Learners** guidance, each school[1] has been directed to submit a plan to the district[2] in order to provide on-site and/or hybrid instruction. Districts must submit each school's plan to the local school board and make the plans available to the public. This form is to be used to document a district's, school's or program's plan to ensure students can return for the 2020-21 school year, in some form, in accordance with Executive Order 20-25(10). Schools must use the ***[Ready Schools, Safe Learners](guidance)*** *guidance* document as they complete their Operational Blueprint for Reentry. ODE recommends plan development be inclusive of, but not limited to, school-based administrators, teachers and school staff, health and nursing staff, association leadership, nutrition services, transportation services, tribal consultation,[3] parents and others for purposes of providing expertise, developing broad understanding of the health protocols and carrying out plan implementation. *It is required that a revised Operational Blueprint be completed and updated when there is a change of Instructional Model*.

1. Please fill out information:

SCHOOL/DISTRICT/PROGRAM INFORMATION	
Name of School, District or Program	Holy Trinity Catholic School
Key Contact Person for this Plan	Ashley Sheridan
Phone Number of this Person	503.644.5748
Email Address of this Person	asheridan@htsch.org
Sectors and position titles of those who informed the plan	School Advisory Committee, Faculty and Staff, Father Dave Gutmann, Deacon Brett Edmonson, Father Hans Mueller, Department of Catholic Schools at the Archdiocese of Portland
Local public health office(s) or officers(s)	Washington County, Samantha Schafer
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Ashley Sheridan
Intended Effective Dates for this Plan	January 1, 2021
ESD Region	NWRESD

2. Please list efforts you have made to engage your community (public health information sharing, taking feedback on planning, etc.) in preparing for school in 2020-21. Include information on engagement with communities often underserved and marginalized and those communities disproportionately impacted by COVID-19.

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[1] For the purposes of this guidance: "school" refers to all public schools, including public charter schools, public virtual charter schools, alternative education programs, private schools and the Oregon School for the Deaf. For ease of readability, "school" will be used inclusively to reference all of these settings.

[2] For the purposes of this guidance: "district" refers to a school district, education service district, public charter school sponsoring district, virtual public charter school sponsoring district, state sponsored public charter school, alternative education programs, private schools, and the Oregon School for the Deaf.

[3] Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a government-to-government basis.

3. Select which instructional model will be used:

                                    Hybrid

X **On-Site Learning**   X **Learning**   **Comprehensive Distance Learning**

4. If you selected Comprehensive Distance Learning, you only have to fill out the green portion of the Operational Blueprint for Reentry (i.e., page 2 in the initial template).

5. If you selected On-Site Learning or Hybrid Learning, you have to fill out the blue portion of the Operational Blueprint for Reentry (i.e., pages 3-22 in the initial template) and submit online, including updating when you are changing Instructional Model (https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a).

* **Note:** Private schools are required to comply with only sections 1-3 of the *Ready Schools, Safe Learners* guidance.

REQUIREMENTS FOR COMPREHENSIVE DISTANCE LEARNING OPERATIONAL BLUEPRINT

*This section must be completed by any school that is seeking to provide instruction through Comprehensive Distance Learning. For Private Schools, completing this section is optional (not required). **Schools providing On-Site or Hybrid Instructional Models do not need to complete this section.***

Describe why you are selecting Comprehensive Distance Learning as the school's Instructional Model for the effective dates of this plan.

In completing this portion of the Blueprint you are attesting that you have reviewed the Comprehensive Distance Learning Guidance. Here is a link to the overview of CDL Requirements. Please name any requirements you need ODE to review for any possible flexibility or waiver.

Describe the school's plan, including the anticipated timeline, for returning to Hybrid Learning or On-Site Learning consistent with the *Ready Schools, Safe Learners* guidance.

The remainder of this operational blueprint is not applicable to schools operating a Comprehensive Distance Learning Model.

ESSENTIAL REQUIREMENTS FOR HYBRID / ON-SITE OPERATIONAL BLUEPRINT
This section must be completed by any school that is providing instruction through On-Site or Hybrid Instructional Models.
Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section unless the school is implementing the Limited In-Person Instruction provision under the Comprehensive Distance Learning guidance.

1. Public Health Protocols

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Conduct a risk assessment as required by OSHA administrative rule OAR 437-001-0744(3)(g). • OSHA has developed a risk assessment template. ☐ Implement measures to limit the spread of COVID-19 within the school setting, including when the school setting is outside a building. ☐ Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19. Examples are located in the Oregon School Nurses Association (OSNA) COVID-19 Toolkit. • Review OSHA requirements for infection control plan to ensure that all required elements are covered by your communicable disease management plan, including making the plan available to employees at their workplace. Requirements are listed in OSHA administrative rule OAR 437-001-0744(3)(h). • OSHA has developed a sample infection control plan. ☐ Designate a single point-person at each school to establish, implement, support and enforce all RSSL health and safety protocols, including face coverings and physical distancing requirements, consistent with the *Ready Schools, Safe Learners* guidance and other guidance from OHA. This role should be known to all staff in the building with consistent ways for licensed and classified staff to access and voice concerns or needs.	Holy Trinity Catholic School follows the published Communicable Disease Guidelines from the Oregon Department of Education and the Oregon Health Authority. Designated Team: person (or team) designated to establish, implement and enforce social distancing Ashley Sheridan, Principal, all faculty and staff, Washington County LPHA Samantha Schafer All Holy Trinity staff were emailed each version/publication of ODE's Ready Schools, Safe Learners. All Holy Trinity staff received a first copy of our Operational Blueprint on August 30, 2020. Parents and stakeholders were also given a copy via email and the document was posted on our school website (intranet and internet). Staff Training: All employees received the first copy of the Return to School Plan August 30, 2020 to use in preparation for return August 31. Updates have been provided each time ODE requirements and metrics have changed. During In-Service week, staff were trained in: • Sanitation and hygiene instruction • Social distancing and health practices for self and student • Use and wearing of face covers • Use of flow charts • Beginning and end of day procedures • Restroom and recess procedures • Identifying Covid-19 related symptoms • Proper temperature screening Holy Trinity works closely with Washington County Health for guidance and will consult with Washington County if any positive Covid cases are identified in our

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Create a simple process that allows for named and anonymous sharing of concerns that can be reviewed on a daily and weekly basis by the designated RSSL building point-person. Example: Anonymous survey form or suggestion box where at least weekly submissions and resolutions are shared in some format.	students, staff and wider community. Holy Trinity will comply with all LPHA guidance to ensure the health and safety of our community. Contact tracing logs are located outside each classroom and at the school's main door. These logs will be shared with our LPHA when necessary. Additionally, on campus attendance is taken each day using School Speak.
☐ Include names of the LPHA staff, school nurses, and other medical experts who provided support and resources to the district/school policies and plans. Review relevant local, state, and national evidence to inform plan.	Classrooms, offices, bathrooms are cleaned at the end of each school day by a professional cleaning company. Teachers, staff, and students when appropriate clean regularly used surfaces- desks, doorknobs, hand rails, personal items. The playground structure was cleaned after each group, then once per day as guidance changed. The school has an adequate supply of Covid approved wipes, sprays, sanitizers, masks, face shields and gloves. Desks are cleaned after each student's use and/or at the end of the day. Desks and supplies are not shared. Individual plastic bins have been purchased for each student on campus, so all items are stored individually and labeled. Electronic equipment is cleaned after each use.
☐ Process and procedures established to train all staff in sections 1 - 3 of the *Ready Schools, Safe Learners* guidance. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained to the maximum extent possible.	
☐ Protocol to notify the local public health authority (LPHA Directory by County) of any confirmed COVID-19 cases among students or staff.	When arriving at school, all students and staff have their temperature taken. Each family and professional is asked to screen students or themselves before arriving on campus using the screening questions provided by the CDC for schools. Copies are kept in the school office and were sent home via email and with each student registered for on campus learning. All screening information is kept confidential.
☐ Plans for systematic disinfection of classrooms, common areas, offices, table surfaces, bathrooms and activity areas.	
☐ Process to report to the LPHA any cluster of any illness among staff or students.	Holy Trinity's protocol for if a student becomes or is identified ill at school comes from the ODE, OHA and CDC guidance.
☐ Protocol to cooperate with the LPHA recommendations.	• If a student becomes ill at school, he/she may be instructed to go home or to the nearest health center.
☐ Provide all logs and information to the LPHA in a timely manner.	• 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.
☐ Protocol for screening students and staff for symptoms (see section 1f of the *Ready Schools, Safe Learners* guidance).	• Students returning to schools 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.
☐ Protocol to isolate any ill or exposed persons from physical contact with others.	• Students diagnosed with Covid 19 may return to school when the following criteria are met:

☐ Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the *Ready Schools, Safe Learners* guidance).	○ At least 3 days (72 hours) have passed since recovery; and
	    ○ Respiratory symptoms have improved; and
	    ○ Washington County LPHA relates students to return safely by communication with the principal.

☐ Create a system for maintaining daily logs for each student/cohort for the purposes of contact tracing. This system needs to be made in consultation with a school/district nurse or an LPHA official. Sample logs are available as a part of the Oregon School Nurses Association COVID-19 Toolkit.
  • If a student(s) is part of a stable cohort (a group of students that are consistently in contact with each other or in multiple cohort groups) that conform to the requirements of cohorting (see section 1d of the *Ready Schools, Safe Learners* guidance), the daily log may be maintained for the cohort.
  • If a student(s) is not part of a stable cohort, then an individual student log must be maintained.
	If a student exhibits symptoms that could be Covid 19 related and does not evaluated by a medical professional or tested for Covid 19, administration is to work under the premise that student has contracted Covid 19 and may not return to school until the three criteria listed above have been met.
	
	Administration at HT will immediately inform our LPHA of any potential Covid cases and protocol for communicating with stakeholders. Potential Covid cases will be communicated to all stakeholders, cohorts, staff, parents using ODE and OHA provided documents via email to emails listed in SchoolSpeak.
	
	Daily attendance logs are kept for each classroom at Holy Trinity. Classes that have returned to full instruction take attendance via School Speak each school day. Classes that are hybrid continue to have sign in sheets at their door for all staff and students to sign upon entry. Logs are kept for at least four weeks and readily available to our LPHA and for contact tracing. Classroom attendance logs include location, student name, date and time in the classroom. School Speak records include parent/guardian name, emergency contact information and all staff information. A general sign in sheet for the school is kept at the locked front entrance. Itinerant staff (maintenance, contracted companies, etc) will sign in and have their temperature taken at the front entrance.

☐ Required components of individual daily student/cohort logs include:
  • Child's name
  • Drop off/pick up time
  • Parent/guardian name and emergency contact information
  • All staff (including itinerant staff, district staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student
	The principal of Holy Trinity is the designated staff member to ensure that updated information on instructional models, student counts and reports are submitted to ODE, the Department of Catholic Schools and our LPHA.

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed. 　• See supplemental guidance on LPHA/school partnering on contact tracing. 　• Refer to OHA Policy on Sharing COVID-19 Information ☐ Process to ensure that all itinerant and all district staff (maintenance, administrative, delivery, nutrition, and any other staff) who move between buildings keep a log or calendar with a running four-week history of their time in each school building and who they were in contact with at each site. ☐ Process to ensure that the school reports to and consults with the LPHA regarding cleaning and possible classroom or program closure if anyone who has entered school is diagnosed with COVID-19. ☐ Designate a staff member and process to ensure that the school provides updated information regarding current instructional models and student counts and reports these data in ODE's COVID-19 Weekly School Status system. ☐ Protocol to respond to potential outbreaks (see section 3 of the ***Ready Schools, Safe Learners*** guidance).	In preparation for any potential outbreaks, Holy Trinity administration has carefully reviewed ODE's and OHA's "Planning for Covid-19 Scenarios in Schools". In consultation with our LPHA, Holy Trinity will close classrooms and cohorts as needed for quarantine. Classrooms and facilities will be cleaned, sanitized and disinfected according to CDC guidance.

1b. HIGH-RISK POPULATIONS

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Serve students in high-risk population(s) whether learning is happening through On-Site *(including outside)*, Hybrid (partially On-Site and partially Comprehensive Distance Learning models), or Comprehensive Distance Learning models. **Medically Fragile, Complex and Nursing-Dependent Student Requirements** ☐ All districts must account for students who have health conditions that require additional nursing services. Oregon law (ORS 336.201) defines three levels of severity related to required nursing services: 　1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services. 　2. Medically Fragile: Are students who may have a life-threatening health condition and who may require immediate professional nursing services. 　3. Nursing-Dependent: Are students who have an unstable or life-threatening health condition and who require daily, direct, and continuous professional nursing services. ☐ Review Supplemental Guidance on Community and Health Responsibilities Regarding FAPE in Relation to IDEA During CDL and Hybrid.	Students in high risk populations are served in one or more of our three models: comprehensive distance learning, on campus learning, extended child care hours. Holy Trinity values the decision each family makes in returning or not returning to campus. As a small, student centered school, we will make every effort to serve our students in the safest way for that student. At this time, Holy Trinity does not serve any medically fragile, complex or nursing dependent students. Any students with medical needs will be served with specially designed plans and with careful consultation with medical professionals.

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ Staff and school administrators, in partnership with school nurses, or other school health providers, should work with interdisciplinary teams to address individual student needs. The school registered nurse (RN) is responsible for nursing care provided to individual students as outlined in ODE guidance and state law:
• Communicate with parents and health care providers to determine return to school status and current needs of the student.
• Coordinate and update other health services the student may be receiving in addition to nursing services. This may include speech language pathology, occupational therapy, physical therapy, as well as behavioral and mental health services.
• Modify Health Management Plans, Care Plans, IEPs, or 504 or other student-level medical plans, as indicated, to address current health care considerations.
• The RN practicing in the school setting should be supported to remain up to date on current guidelines and access professional support such as evidence-based resources from the Oregon School Nurses Association.
• Service provision should consider health and safety as well as legal standards.
• Appropriate medical-grade personal protective equipment (PPE) should be made available to nurses and other health providers.
• Work with an interdisciplinary team to meet requirements of ADA and FAPE.
• High-risk individuals may meet criteria for exclusion during a local health crisis.
• Refer to updated state and national guidance and resources such as:
    o U.S. Department of Education Supplemental Fact Sheet: Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities from March 21, 2020.
    o ODE guidance updates for Special Education. Example from March 11, 2020.
    o OAR 581-015-2000 Special Education, requires districts to provide 'school health services and school nurse services' as part of the 'related services' in order 'to assist a child with a disability to benefit from special education.'
    o OAR 333-019-0010 Public Health: Investigation and Control of Diseases: General Powers and Responsibilities, outlines authority and responsibilities for school exclusion.	

1c. PHYSICAL DISTANCING

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Establish a minimum of 35 square feet per person when determining room capacity. Calculate only with usable classroom space, understanding that desks and room set-up will require **use of all space** in the calculation. This also applies for professional development and staff gatherings. If implementing Learning Outside guidance, establish an outside learning space for learning that maintains minimum 35 square feet per person. 　• Within this design, educators should have their own minimum of 35 square feet and the design of the learning environment must allow for some ability for the educator to move through the room efficiently and carefully without breaking 6 feet of physical distance to the maximum extent feasible. ☐ Support physical distancing in all daily activities and instruction, maintaining six feet between individuals to the maximum extent possible. ☐ Minimize time standing in lines and take steps to ensure that six feet of distance between students is maintained, including marking spacing on floor, one-way traffic flow in constrained spaces, etc. ☐ Schedule modifications to limit the number of students in the building or outside learning space (e.g., rotating groups by days or location, staggered schedules to avoid hallway crowding and gathering). ☐ Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don't employ punitive discipline. ☐ Staff must maintain physical distancing during all staff meetings and conferences, or consider remote web-based meetings.	Each room was measured for capacity. The average classroom size can accommodate 23 students with 35 square feet per person. If a class size is larger than 23 students, alternate classrooms will be considered- gym, cafeteria, Fireside rooms. Staff Development and gatherings are offered in person and virtually, so each staff member can attend at their comfort level. Physical distancing is taught, expected, enforced and encouraged at all times. Stickers/markers are laid throughout hallways and general purpose areas. Walking on the right 'be polite' is always taught and now expressly required in moving throughout the school. Prior to January 2021 students have attended school in limited in person instruction and extended child care. Cohorts were first limited to 10, then 20 and then according to room square footage (23). In planning for the school to return to campus, recess times, lunch times and transition times were all considered and scheduled to minimize crowing and gathering. Lunch times for the full return are varied across two hours and have large spaces between age levels to minimize the desire to socialize across cohorts. Holy Trinity opened an out door eating area (protected from weather) to encourage the safest non-masked interactions possible. Students who need additional support will receive 1:1 instruction, reminders and reinforcement. Positive behavior plans, rewards and encouragement will be used. Holy Trinity works closely with parents and frequent communication will support students in meeting social distancing needs.

1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Where feasible, establish stable cohorts: groups shall be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff. 　• The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases. ☐ Students cannot be part of any single cohort, or part of multiple cohorts that exceed a total of 100 people within the educational week, unless the school is offering Learning Outside, then they must follow guidelines for cohorting in Learning Outside guidance. Schools must plan to limit cohort sizes to allow for efficient contact-tracing and minimal risk for exposure. Cohorts may change week-to-week, but must be stable within the educational week. ☐ Each school must have a system for daily logs to ensure contract tracing among the cohort (see section 1a of the ***Ready Schools, Safe Learners*** guidance). ☐ Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms. ☐ Cleaning and sanitizing surfaces (e.g., desks, dry erase boards, door handles, etc.) must be maintained between multiple student uses, even in the same cohort.	As of January 2021 cohort size is determined by room size and 35 square foot guidelines. Holy Trinity will adhere to ODE guidelines that cohorts be between 24 and 36 with a maximum of 100. Prior to January 2021 cohorts were not larger than 20 students and more than two cohorts per large room. Use and keep of daily attendance logs is detailed in section 1a. Movement throughout the building and the schedule limits interactions between cohorts. Students are excused to the bathroom one at a time and taught to use the 'sandwich' method: sanitize, bathroom, wash hands, sanitize. One grade is assigned to each classroom in grades PK-5. In middle school the schedule highlights where desks or materials need to be cleaned between cohorts. Room assignments have been adjusted to limit the need for transition and cleaning. Teachers are asked and students instructed to clean before and after use of materials. The need for shared materials has been eliminated. Cohorts are assigned by grade level. Adjustments are made for math and language arts levels in grades 5-8. Holy Trinity has minimized the movements of students, which increases the movement of teachers between cohorts. Staff are educated on the need to wash/sanitize their hands between interactions. Staff have been provided individual materials, so they do not need to share (microphones, carts for moving between rooms, multiple iPads, etc.).

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade-level academic content standards, and peers.	
☐ Minimize the number of staff that interact with each cohort to the extent possible, staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.	
☐ Elementary staff who interact with multiple cohorts (music, PE, library, paraprofessionals who provide supervision at recesses, etc.) should have schedules altered to reduce the number of cohorts/ students they interact within a week. Consider having these staff engage via technology, altering duties so that they are not in close contact with students in multiple cohorts, or adjust schedules to reduce contacts.	

1e. PUBLIC HEALTH COMMUNICATION AND TRAINING

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Communicate to staff at the start of On-Site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease.	Signage throughout the building explains infection control and how to prevent the spread of infectious disease.

Administration at HT will immediately inform our LPHA of any potential Covid cases and protocol for communicating with stakeholders. Potential Covid cases will be communicated to all stakeholders, cohorts, staff, parents using ODE and OHA provided documents via email to emails listed in SchoolSpeak. |
| ☐ Offer initial training to all staff prior to being in-person in any instructional model. Training could be accomplished through all staff webinar, narrated slide decks, online video, using professional learning communities, or mailing handouts with discussion. Training cannot be delivered solely through the sharing or forwarding information electronically or in paper copy form as this is an insufficient method for ensuring fidelity to public health protocols (see section 8b of the *Ready Schools, Safe Learners* guidance for specific training requirements). Note: Instructional time requirements allow for time to be devoted for professional learning that includes RSSL training. | |
| ☐ Post "COVID -19 Hazard Poster" and "Masks Required" signs as required by OSHA administrative rule OAR 437-001-0744(3)(d) and (e). | |
| ☐ Develop protocols for communicating with students, families and staff who have come into close contact with a person who has COVID-19.
  • The definition of exposure is being within 6 feet of a person who has COVID-19 for at least 15 cumulative minutes in a day.
  • OSHA has developed a model notification policy. | |
☐ Develop protocols for communicating immediately with staff, families, and the school community when a new case(s) of COVID-19 is diagnosed in students or staff members, including a description of how the school or district is responding.	
☐ Periodic interval training also keeps the vigilance to protocols ever present when fatigue and changing circumstances might result in reduced adherence to guidance.	
☐ Provide all information in languages and formats accessible to the school community.	

1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan

□ Direct students and staff to stay home if they have COVID-19 symptoms. COVID-19 symptoms are as follows:
  • Primary symptoms of concern: cough, fever (temperature of 100.4°F or higher) or chills, shortness of breath, difficulty breathing, or new loss of taste or smell.
  • Note that muscle pain, headache, sore throat, diarrhea, nausea, vomiting, new nasal congestion, and runny nose are also symptoms often associated with COVID-19. More information about COVID-19 symptoms is available from CDC.
  • In addition to COVID-19 symptoms, students must be excluded from school for signs of other infectious diseases, per existing school policy and protocols. See pages 9-11 of OHA/ODE Communicable Disease Guidance for Schools.
  • Emergency signs that require immediate medical attention:
    ○ Trouble breathing
    ○ Persistent pain or pressure in the chest
    ○ New confusion or inability to awaken
    ○ Bluish lips or face (lighter skin); greyish lips or face (darker skin)
    ○ Other severe symptoms
	Students and staff will be directed to stay home if they are or anyone in their home have Covid symptoms. CDC and OHA policies via the "Planning for Covid-19 Scenarios in Schools" guidance.

□ Diligently screen all students and staff for symptoms on entry to bus/school/outside learning space every day. This can be done visually as well as asking students and staff about any new symptoms or close contact with someone with COVID-19. For students, confirmation from a parent/caregiver or guardian can also be appropriate. Staff members can self-screen and attest to their own health, but regular reminders of the importance of daily screening must be provided to staff.
  • Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the *Ready Schools, Safe Learners* guidance) and sent home as soon as possible. See table "Planning for COVID-19 Scenarios in Schools."
  • Additional guidance for nurses and health staff.
	Upon entry to the school each day, staff take their own temperature and self-screen. Students are screened for temperature and general health. All parents are asked to take their student's temperature and use the CDC provided screening questions before dropping their children off at school. Anyone displaying any primary symptoms or having a temperature of 100.3 or higher is immediately sent home.
	
	Holy Trinity consults with our LPHA anytime suspected exposure to Covid is brought to our attention. Effected students or staff are asked to remain home and quarantine according to "Planning for Covid-19 Scenarios in Schools" guidance.

□ Follow LPHA advice on restricting from school any student or staff known to have been exposed (e.g., by a household member) to COVID-19. See "Planning for COVID-19 Scenarios in Schools" and the COVID-19 Exclusion Summary Guide.	
□ Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication must be excluded from school. Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school. See the COVID-19 Exclusion Summary Guide.	Hand sanitizing stations are located at each entry to the school. Students and staff are asked to use sanitizer upon entry and frequently throughout the day. The sanitizer used meets the requirements of 60-95% alcohol.
□ Hand hygiene on entry to school every day: wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.	

1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan

□ Restrict non-essential visitors/volunteers.
  • Examples of essential visitors include: DHS Child Protective Services, Law Enforcement, etc.
  • Examples of non-essential visitors/volunteers include: Parent Teacher Association (PTA), classroom volunteers, etc.
	All non-essential visitors/volunteers have been restricted since September 2020.

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Diligently screen all visitors/volunteers for symptoms and ask questions about symptoms and any close contact with someone diagnosed with COVID-19 upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19. See the COVID-19 Exclusion Summary Guide. ☐ Visitors/volunteers must wash or sanitize their hands upon entry and exit. ☐ Visitors/volunteers must maintain six-foot distancing, wear face coverings, and adhere to all other provisions of the *Ready Schools, Safe Learners* guidance.	All visitors are screened upon entry to the school, sanitize, and sign in for contact tracing. The expectations of social distancing and mask wearing and required for all visitors.

<div align="center">1h. FACE COVERINGS, FACE SHIELDS, AND CLEAR PLASTIC BARRIERS</div>

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ Employers are required to provide masks, face coverings, or face shields for all staff, contractors, other service providers, visitors and volunteers.
 	
☐ Face coverings or face shields for all staff, contractors, other service providers, visitors or volunteers following CDC guidelines for Face Coverings. Individuals may remove their face coverings while working alone in private offices or when separated by more than 6 feet in outside learning spaces. Face shields are an acceptable alternative only when a person has a medical condition that prevents them from wearing a mask or face covering, when people need to see mouth and tongue motions in order to communicate, or when an individual is speaking to an audience for a short period of time and clear communication is otherwise not possible.
 	
☐ Face coverings or face shields for all students in grades Kindergarten and up following CDC guidelines for Face Coverings. Face shields are an acceptable alternative when a student has a medical condition that prevents them from wearing a mask or face covering, or when people need to see the student's mouth and tongue motions in order to communicate.
 	
☐ Face coverings should be worn both indoors and outdoors, including during outdoor recess.
 	
☐ Group mask breaks" or "full classroom mask breaks" are not allowed. If a student removes a face covering, or demonstrates a need to remove the face covering for a short-period of time:
 • Provide space away from peers while the face covering is removed. In the classroom setting, an example could be a designated chair where a student can sit and take a 15 minute "sensory break;"
    o Students must not be left alone or unsupervised;
    o Designated area or chair must be appropriately distanced from other students and of a material that is easily wiped down for disinfection after each use;
 • Provide additional instructional supports to effectively wear a face covering;
 • Provide students adequate support to re-engage in safely wearing a face covering;
 • Students cannot be discriminated against or disciplined for an inability to safely wear a face covering during the school day.
	Face coverings are required for all who enter Holy Trinity Catholic School. Face shields are allowed in addition to a face mask. Face shields are not allowed as a primary covering. Face shields are allowed when it is essential to learning that students see pronunciation and mouth movement.
	
	 Students in grades K-8 are required to wear face coverings. Students in PK wear face coverings at the instruction and request of their parents.
	
	 Face coverings are worn indoors and outdoors. Mask breaks are given upon request and under very specific guidelines- outdoors, more than six feet from another student and for limited amounts of time. Mask breaks are supervised by a Holy Trinity teacher or staff.

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ Face masks for school RNs or other medical personnel when providing direct contact care and monitoring of staff/students displaying symptoms. School nurses shall also wear appropriate Personal Protective Equipment (PPE) for their role.
  • Additional guidance for nurses and health staff.
 	
Accommodations under ADA or IDEA and providing FAPE while attending to Face Covering Guidance
 	
☐ If any student requires an accommodation to meet the requirement for face coverings, districts and schools must limit the student's proximity to students and staff to the extent possible to minimize the possibility of exposure. Appropriate accommodations could include:
  • Offering different types of face coverings and face shields that may meet the needs of the student.
  • Spaces away from peers while the face covering is removed; students must not be left alone or unsupervised.
  • Short periods of the educational day that do not include wearing the face covering, while following the other health strategies to reduce the spread of disease.
  • Additional instructional supports to effectively wear a face covering.
 	
☐ For students with existing medical conditions and a physician's orders to not wear face coverings, or other health related concerns, schools/districts **must not** deny any in-person instruction.
	Holy Trinity has an extensive amount of PP available for staff and students. A collection of gowns, gloves, sanitizer, wipes, masks and cleaners is available in the school office.
	
	As of January 2021, Holy Trinity Catholic School has no accommodation for face coverings. If the need arises, administration will provide all accommodations necessary under the ADA or IDEA.

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ Schools and districts must comply with the established IEP/504 plan prior to the closure of in-person instruction in March of 2020, or the current plan in effect for the student if appropriately developed after March of 2020.
    • If a student eligible for, or receiving services under a 504/IEP, **cannot** wear a face covering due to the nature of the disability, the school or district must:
        1. Review the 504/IEP to ensure access to instruction in a manner comparable to what was originally established in the student's plan including on-site instruction with accommodations or adjustments.
        2. Not make placement determinations solely on the inability to wear a face covering.
        3. Include updates to accommodations and modifications to support students in plans.
    • For students protected under ADA/IDEA, who abstain from wearing a face covering, or students whose families determine the student will not wear a face covering, the school or district must:
        1. Review the 504/IEP to ensure access to instruction in a manner comparable to what was originally established in the student's plan.
        2. The team must determine that the disability is not prohibiting the student from meeting the requirement.
            ● If the team determines that the disability is prohibiting the student from meeting the requirement, follow the requirements for students eligible for, or receiving services under, a 504/IEP who cannot wear a face covering due to the nature of the disability,
            ● If a student's 504/IEP plan included supports/goals/instruction for behavior or social emotional learning, the school team must evaluate the student's plan prior to providing instruction through Comprehensive Distance Learning.
        3. Hold a 504/IEP meeting to determine equitable access to educational opportunities which may include limited in-person instruction, on-site instruction with accommodations, or Comprehensive Distance Learning.	

☐ For students not currently served under an IEP or 504, districts must consider whether or not student inability to consistently wear a face covering or face shield as required is due to a disability. Ongoing inability to meet this requirement may be evidence of the need for an evaluation to determine eligibility for support under IDEA or Section 504.	
☐ If a staff member requires an accommodation for the face covering or face shield requirements, districts and schools shall work to limit the staff member's proximity to students and staff to the extent possible to minimize the possibility of exposure.	As of January 2021, Holy Trinity School have no staff that require an accommodation for the face covering requirement. If the need arises, administration will work to limit the staff member's proximity to other students and staff.

1i. ISOLATION AND QUARANTINE

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Protocols for exclusion and isolation for sick students and staff whether identified at the time of bus pick-up, arrival to school, or at any time during the school day.	If identified at the time of arrival, students will be kept outside with the principal of Holy Trinity School while support staff contacts the student's parents. Sick students and staff will be isolated in our 'sick room' during the school day. Staff and students will be observed when in the sick room for safety. Observers will

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Protocols for screening students, as well as exclusion and isolation protocols for sick students and staff identified at the time of arrival or during the school day. See the COVID-19 Exclusion Summary Guide. • Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated. If two students present COVID-19 symptoms at the same time, they must be isolated at once. If separate rooms are not available, ensure that six feet distance is maintained. Do not assume they have the same illness. Consider if and where students and staff will be isolated during learning outside. Create a comfortable outdoor area for isolation or follow plan for in building isolation. • Consider required physical arrangements to reduce risk of disease transmission. • Plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness. • Additional guidance for nurses and health staff for providing care to students with complex needs. ☐ Students and staff who report or develop symptoms must be isolated in a designated isolation area in the school or outside learning space, with adequate space and staff supervision and symptom monitoring by a school nurse, other school-based health care provider or school staff until they are able to go home. Anyone providing supervision and symptom monitoring must wear appropriate face covering or face shields. • School nurses and health staff in close contact with symptomatic individuals (less than 6 feet) must wear a medical-grade face mask. Other Personal Protective Equipment (PPE) may be needed depending on symptoms and care provided. Consult a nurse or health care professional regarding appropriate use of PPE. Any PPE used during care of a symptomatic individual must be properly removed and disposed of prior to exiting the care space. • After removing PPE, hands shall be immediately cleaned with soap and water for at least 20 seconds. If soap and water are not available, hands can be cleaned with an alcohol-based hand sanitizer that contains 60-95% alcohol. • If able to do so safely, a symptomatic individual shall wear a face covering. • To reduce fear, anxiety, or shame related to isolation, provide a clear explanation of procedures, including use of PPE and handwashing. ☐ Establish procedures for safely transporting anyone who is sick to their home or to a health care facility. ☐ Staff and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms. Refer to table in "Planning for COVID-19 Scenarios in Schools." ☐ Involve school nurses, School Based Health Centers, or staff with related experience (Occupational or Physical Therapists) in development of protocols and assessment of symptoms (where staffing exists). ☐ Record and monitor the students and staff being isolated or sent home for the LPHA review.	and students will be observed when in the sick room for safety. Observers will wear PPE- gown, gloves, mask, and face shield. Once the sick person leaves campus, the sick room will be locked for four hours before cleaning by a contacted cleaning company. The school will call the emergency contacts of any student or staff that is sick. If no contact can be made, student or staff will be taken to a designated health care facility. School Speak provides parents and staff the opportunity to enter preferred health care information. Quarantining will be required according the "Planning for Covid-19 Scenarios in Schools" document.

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ The school must provide a remote learning option for students who are required to be temporarily off-site for isolation and quarantine.	

2. Facilities and School Operations

Some activities and areas will have a higher risk for spread (e.g., band, choir, science labs, locker rooms). When engaging in these activities within the school setting, schools will need to consider additional physical distancing or conduct the activities outside (where feasible). Additionally, schools should consider sharing explicit risk statements for instructional and extra-curricular activities requiring additional considerations (see section 5f of the *Ready Schools, Safe Learners* guidance).

2a. ENROLLMENT
(Note: Section 2a does not apply to private schools.)

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Enroll all students (including foreign exchange students) following the standard Oregon Department of Education guidelines.	All Holy Trinity students are enrolled in a comprehensive process that includes application, meeting, and request for multiple records.
☐ The temporary suspension of the 10-day drop rule does not change the rules for the initial enrollment date for students: • The ADM enrollment date for a student is the first day of the student's actual attendance. • A student with fewer than 10 days of absence at the beginning of the school year may be counted in membership prior to the first day of attendance, but not prior to the first calendar day of the school year. • If a student does not attend during the first 10 session days of school, the student's ADM enrollment date must reflect the student's actual first day of attendance. • Students who were anticipated to be enrolled, but who do not attend at any time must not be enrolled and submitted in ADM.	
☐ If a student has stopped attending for 10 or more days, districts must continue to try to engage the student. At a minimum, districts must attempt to contact these students and their families weekly to either encourage attendance or receive confirmation that the student has transferred or has withdrawn from school. This includes students who were scheduled to start the school year, but who have not yet attended.	As a small, private school, Holy Trinity works closely with any families where students are not in attendance or communication.
☐ When enrolling a student from another school, schools must request documentation from the prior school within 10 days of enrollment per OAR 581-021-0255 to make all parties aware of the transfer. Documentation obtained directly from the family does not relieve the school of this responsibility. After receiving documentation from another school that a student has enrolled, drop that student from your roll.	Requests for records are sent with parent permission to the student's previous school.
☐ Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns.	Attendance is taken daily with teachers noting whether students are in person or digital.
☐ When a student has a pre-excused absence or COVID-19 absence, the school district must reach out to offer support at least weekly until the student has resumed their education.	

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ When a student is absent beyond 10 days and meets the criteria for continued enrollment due to the temporary suspension of the 10 day drop rule, continue to count them as absent for those days and include those days in your Cumulative ADM reporting.	Holy Trinity will work closely with families that are impacted by a Covid illness or exposure. Robust digital opportunities are provided for students accessing instruction from home.

2b. ATTENDANCE
(Note: Section 2b does not apply to private schools.)

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Grades K-5 (self-contained): Attendance must be taken at least once per day for all students enrolled in school, regardless of the instructional model (On-Site, Hybrid, Comprehensive Distance Learning, online schools).	
☐ Grades 6-12 (individual subject): Attendance must be taken at least once for each scheduled class that day for all students enrolled in school, regardless of the instructional model (On-Site, Hybrid, Comprehensive Distance Learning, online schools).	
☐ Alternative Programs: Some students are reported in ADM as enrolled in a non-standard program (such as tutorial time), with hours of instruction rather than days present and days absent. Attendance must be taken at least once for each scheduled interaction with each student, so that local systems can track the student's attendance and engagement. Reported hours of instruction continue to be those hours in which the student was present.	
☐ Online schools that previously followed a two check-in per week attendance process must follow the Comprehensive Distance Learning requirements for checking and reporting attendance.	
☐ Provide families with clear and concise descriptions of student attendance and participation expectations as well as family involvement expectations that take into consideration the home environment, caregiver's work schedule, and mental/physical health.	

2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Update procedures for district-owned or school-owned devices to match cleaning requirements (see section 2d of the *Ready Schools, Safe Learners* guidance). ☐ Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements. ☐ If providing learning outside and allowing students to engage with devices during the learning experiences, provide safe charging stations.	Holy Trinity provides a large amount of technology for students on and off campus. When on campus, devices are cleaned before and after each student's use. Devices are checked out through out teachers, Digital Learning Coordinator or administration staff.

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ **Handwashing:** All people on campus shall be advised and encouraged to frequently wash their hands or use hand sanitizer.	• **Hand washing:** Hand washing is taught, required and encouraged. Signage throughout the school demonstrates proper hand washing. Hand

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ **Equipment:** Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use.	sanitizer stations are placed strategically throughout the school, at the entry to each room and throughout each room. Students are encouraged to wash and sanitize frequently throughout the day.
☐ **Events:** Cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings to meet requirements for physical distancing.	● **Equipment:** Multiple use of materials and equipment has been minimized wherever and whenever possible. EPA approved cleaning wipes and sprays are used when equipment or materials need to be shared. Holy Trinity purchased additional Chromebooks, iPads, microphones, speakers, Apple TVs, teacher laptops and various other equipment throughout 2020 to ensure minimal sharing of equipment. Classroom materials were purchased in bulk knowing that students should not share and to provide individual pieces for each student as well as provided replacements.
☐ **Transitions/Hallways:** Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings.	● **Events:** All events have been cancelled.
☐ **Personal Property**: Establish policies for identifying personal property being brought to school (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.).	● **Transitions/Hallways:** Transitions and potential cohort overlapping has been minimized through the master schedule, most recently updated January 19, 2021.
	● **Personal Property**: Personal property brought to school is kept in the student's backpack. Upon a full return to school, students will store personal material in their assigned desk. If a student does not have an assigned desk, they will keep their property in their backpack. Lockers will not be used at this time. Several classrooms have plastic bins with lids that students store books and other items in. Each bin is labeled with the student's name.

2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures. ☐ Create schedule(s) and communicate staggered arrival and/or dismissal times. ☐ Assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings (see section 1f of the *Ready Schools, Safe Learners* guidance). ☐ Ensure accurate sign-in/sign-out protocols to help facilitate contact tracing by the LPHA. Sign-in procedures are not a replacement for entrance and screening requirements. Students entering school after arrival times must be screened for the primary symptoms of concern. 　• Eliminate shared pen and paper sign-in/sign-out sheets. 　• Ensure hand sanitizer is available if signing children in or out on an electronic device. ☐ Ensure alcohol-based hand sanitizer (with 60-95% alcohol) dispensers are easily accessible near all entry doors and other high-traffic areas. Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.	Arrival time is extended to 7:50-8:15am to decrease the potential for crowding at doorways. Grades have assigned entrances to minimize cohort interaction and maximize distancing. PK- PK door K/1- West lobby door 2/3/4/5- Front door 5/6/7/8- Fireside entry door Each door is staffed by a Holy Trinity staff person assigned with health check and temperature check. Students have been instructed and reminded to go straight to their classroom and not gather or linger in hallways. Student compliance with this is excellent. Hand sanitizer stations are at each entrance, which students use after their temperature is taken. Dismissal time is 3:00-3:15pm. With additional students returning to campus, we continue to refine dismissal time for speed, not safety. Parents pick up their child(red) by joining car line and displaying a sign with their last name and grade. Using walkie talkies, multiple staff communicate to the teachers who is in line and what students to send out. K/1 students gather in the west lobby and exit out of that door when called one by one. 2/3/4 students gather outside, under cover physically distanced by color cones. 5/6/7/8 students wait with their teacher either outside or in the hallways. Stickers on the hallway floors indicate where students can stand or sit while physically distanced.

2f. CLASSROOMS/REPURPOSED LEARNING SPACES

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ **Seating:** Rearrange student desks and other seat spaces so that staff and students' physical bodies are six feet apart to the maximum extent possible while also maintaining 35 square feet per person; assign seating so students are in the same seat at all times.	● **Seating:** Desks are spaced so that, when seated, students are six feet apart. ● **Materials:** Materials are not generally shared as the school has provided enough supplies for individual use. Materials that are shared (PK, K, 1) are

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ **Materials:** Avoid sharing of community supplies when possible (e.g., scissors, pencils, etc.). Clean these items frequently. Provide hand sanitizer and tissues for use by students and staff. ☐ **Handwashing:** Remind students (with signage and regular verbal reminders from staff) of the utmost importance of hand hygiene and respiratory etiquette. Respiratory etiquette means covering coughs and sneezes with an elbow or a tissue. Tissues shall be disposed of in a garbage can, then hands washed or sanitized immediately. • Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.	cleaned and sanitized between use or taken out of rotation until cleaned. ● **Handwashing:** Handwashing signage hangs in each bathroom. Students are taught age appropriate cues for proper washing- length, soap, turning on and off water. Students are taught to use the 'sandwich' method- sandwiching their bathroom trip or movement between use of hand sanitizer. Sanitize- enter room- sanitize, sanitize-bathroom use-wash hands- sanitize, etc.

2g. PLAYGROUNDS, FIELDS, RECESS, BREAKS, AND RESTROOMS

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Keep school playgrounds closed to the general public until park playground equipment and benches reopen in the community (see Oregon Health Authority's Specific Guidance for Outdoor Recreation Organizations). ☐ After using the restroom students must wash hands with soap and water for 20 seconds. Soap must be made available to students and staff. For learning outside if portable bathrooms are used, set up portable hand washing stations and create a regular cleaning schedule. ☐ Before and after using playground equipment, students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. ☐ Designate playground and shared equipment solely for the use of one cohort at a time. Outdoor playground structures require normal routine cleaning and do not require disinfection. Shared equipment (balls, jump ropes, etc.) should be cleaned and disinfected at least daily in accordance with CDC guidance. ☐ Cleaning requirements must be maintained (see section 2j of the **Ready Schools, Safe Learners** guidance). ☐ Maintain physical distancing requirements, stable cohorts, and square footage requirements. ☐ Provide signage and restrict access to outdoor equipment (including sports equipment, etc.). ☐ Design recess activities that allow for physical distancing and maintenance of stable cohorts. ☐ Clean all outdoor equipment at least daily or between use as much as possible in accordance with CDC guidance. ☐ Limit the number of employees gathering in shared spaces. Restrict use of shared spaces such as conference rooms, break rooms, and elevators by limiting occupancy or staggering use, maintaining six feet of distance between adults. Establish a minimum of 35 square feet per person when determining room capacity. Calculate only with usable space, understanding that tables and room set-up will require use of all space in the calculation. Note: The largest area of risk is adults eating together in break rooms without face coverings.	Holy Trinity property is closed to the public during school hours. Limited visitors use the structure on the weekends. Hand sanitizer stations are each entry/exit for students to use on their way out to the playground and on their way in from the playground. Recess areas are in zones, so that only one group is using that play zone per day. Staff gathering has been minimized. Meetings and professional development are offered virtually or in person. Faith formation, which is in person, was held in the 10,000 square foot church to facilitate distancing. Use of the lunch room, copy room and other small spaces is limited and optional. Signage hang in these rooms to remind staff of restrictions and guidelines.

2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Include meal services/nutrition staff in planning for school reentry.	Holy Trinity is not providing meal service at this time.
☐ Prohibit self-service buffet-style meals.	Snack time is each morning, staggered on our master schedule. Snack is eaten in the classroom or outdoors at the teacher's discretion. Holy Trinity has an outdoor eating area set up at the covered playground area. It is semi-shielded from weather on two sides and two sides remain open for visibility and safety. 20+ tables are set up with four chairs per table. This outdoor space was created for safer meal times. Students eat outside, with their masks off, spaced apart for social distancing. A supervision schedule ensures staff oversight of spacing and appropriate behaviors. Hand sanitizer and cleaning wipes are located on each and every table. Students are taught to sanitize, eat, sanitize. Staff ensure that the tables and chairs are wiped down after each group. Students help as age appropriate. Staff are encourage to eat alone in their rooms or wherever they wish.
☐ Prohibit sharing of food and drinks among students and/or staff.	
☐ At designated meal or snack times, students may remove their face coverings to eat or drink but must maintain six feet of physical distance from others, and must put face coverings back on after finishing the meal or snack.	
☐ Staff serving meals and students interacting with staff at mealtimes must wear face coverings (see section 1h of the *Ready Schools, Safe Learners* guidance). Staff must maintain 6 feet of physical distance to the greatest extent possible. If students are eating in a classroom, staff may supervise from the doorway of the classroom if feasible.	
☐ Students and staff must wash hands with soap and water for 20 seconds <u>or</u> use an alcohol-based hand sanitizer with 60-95% alcohol before meals and shall be encouraged to do so after.	
☐ Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items).	
☐ Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts.	
☐ Adequate cleaning and disinfection of tables between meal periods.	
☐ Since staff must remove their face coverings during eating and drinking, limit the number of employees gathering in shared spaces. Restrict use of shared spaces such as conference rooms and break rooms by limiting occupancy or staggering use. Consider staggering times for staff breaks, to prevent congregation in shared spaces. Always maintain at least six feet of physical distancing and establish a minimum of 35 square feet per person when determining room capacity. Calculate only with usable classroom space, understanding that desks and room set-up will require use of all space in the calculation. Wear face coverings except when eating or drinking and minimize time in spaces where face coverings are not consistently worn.	

2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Include transportation departments (and associated contracted providers, if used) in planning for return to service.	Holy Trinity does not provide any transportation of students or staff.
☐ Buses are cleaned frequently. Conduct targeted cleanings between routes, with a focus on disinfecting frequently touched surfaces of the bus (see section 2j of the *Ready Schools, Safe Learners* guidance).	
☐ Staff must use hand sanitizer (containing between 60-95% alcohol) in between helping each child and when getting on and off the vehicle. Gloves are not recommended; hand sanitizer is strongly preferred. If hand sanitizer is not available, disposable gloves can be used and must be changed to a new pair before helping each child.	

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing. This must be done at the time of arrival and departure. • If a student displays COVID-19 symptoms, provide a face covering (unless they are already wearing one) and keep six feet away from others. Continue transporting the student. o The symptomatic student shall be seated in the first row of the bus during transportation, and multiple windows must be opened to allow for fresh air circulation, if feasible. o The symptomatic student shall leave the bus first. After all students exit the bus, the seat and surrounding surfaces must be cleaned and disinfected. • If arriving at school, notify staff to begin isolation measures. o If transporting for dismissal and the student displays an onset of symptoms, notify the school.	
☐ Consult with parents/guardians of students who may require additional support (e.g., students who experience a disability and require specialized transportation as a related service) to appropriately provide service.	
☐ Drivers must wear masks or face coverings while driving, unless the mask or face covering interferes with the driver's vision (e.g., fogging of eyeglasses). Drivers must wear face coverings when not actively driving and operating the bus, including while students are entering or exiting the vehicle. A face shield may be an acceptable alternative, only as stated in Section 1h of the *Ready Schools, Safe Learners* guidance.	
☐ Inform parents/guardians of practical changes to transportation service (i.e., physical distancing at bus stops and while loading/ unloading, potential for increased route time due to additional precautions, sanitizing practices, and face coverings).	
☐ Face coverings for all students, applying the guidance in section 1h of the *Ready Schools, Safe Learners* guidance to transportation settings. This prevents eating while on the bus.	
☐ Take all possible actions to maximize ventilation: Dress warmly, keep vents and windows open to the greatest extent possible.	

2j. CLEANING, DISINFECTION, AND VENTILATION

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Clean, sanitize, and disinfect frequently touched surfaces (e.g. door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day. Maintain clean and disinfected (CDC guidance) environments, including classrooms, cafeteria settings and restrooms. Provide time and supplies for the cleaning and disinfecting of high-touch surfaces between multiple student uses, even in the same cohort.	Frequently touched surfaces are cleaned daily by our contracted cleaning company. Teachers and staff ensure surfaces in their rooms are cleaned frequently throughout the day.
☐ Outdoor learning spaces must have at least 75% of the square footage of its sides open for airflow.	
☐ Outdoor playground structures require normal routine cleaning and do not require disinfection. Shared equipment should be cleaned and disinfected at least daily in accordance with CDC guidance.	

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students.	All cleaners and disinfectants used are on the EPA approved list for safety and ability to fight Covid 19.
☐ To reduce the risk of asthma, choose disinfectant products on the EPA List N with asthma-safer ingredients (e.g. hydrogen peroxide, citric acid, or lactic acid) and avoid products that mix these with asthma-causing ingredients like peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds.	Holy Trinity invested heavily in ventilation upgrades in August of 2020. Each unit (10) was fitted with speciality filters for air purification through bi-polar ionization. The product used is the iWave air cleaner. Upgrading all of units means that every classroom, office and shared space has advanced air purification technology.
☐ Schools with HVAC systems must evaluate the system to minimize indoor air recirculation (thus maximizing fresh outdoor air) to the extent possible. Schools that do not have mechanical ventilation systems shall, to the extent possible, increase natural ventilation by opening windows and interior doors before students arrive and after students leave, and while students are present. Do not prop open doors that can pose a safety or security risk to students and staff (e.g., exterior doors and fire doors that must remain closed.)	
☐ Schools with HVAC systems should ensure all filters are maintained and replaced as necessary to ensure proper functioning of the system.	
☐ All intake ports that provide outside air to the HVAC system should be cleaned, maintained, and cleared of any debris that may affect the function and performance of the ventilation system.	Holy Trinity contracts with a cleaning company for daily cleaning. The cleaning company uses approved chemicals and equipment to prevent transmission of the virus from surfaces.
☐ Consider running ventilation systems continuously and changing the filters more frequently. Do not use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. Consider using window fans or box fans positioned in open windows to blow fresh outdoor air into the classroom via one window, and indoor air out of the classroom via another window. Fans must not be used in rooms with closed windows and doors, as this does not allow for fresh air to circulate.	
☐ Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments.	
☐ Facilities must be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces (see CDC's guidance on disinfecting public spaces).	
☐ Consider modification or enhancement of building ventilation where feasible (see CDC's guidance on ventilation and filtration and American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance).	

2k. HEALTH SERVICES

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ OAR 581-022-2220 Health Services, requires districts to "maintain a prevention-oriented health services program for all students" including space to isolate sick students and services for students with special health care needs. While OAR 581-022-2220 does not apply to private schools, private schools must provide a space to isolate sick students and provide services for students with special health care needs.	Holy Trinity does not run a health program for students or staff. Following CDC and OHA protocols, Holy Trinity is ready to respond to and support any student or staff with health care needs. We have an isolation/sick room available when needed.

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Licensed, experienced health staff should be included on teams to determine district health service priorities. Collaborate with health professionals such as school nurses; SBHC staff; mental and behavioral health providers; dental providers; physical, occupational, speech, and respiratory therapists; and School Based Health Centers (SBHC).	

2l. BOARDING SCHOOLS AND RESIDENTIAL PROGRAMS ONLY

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Provide specific plan details and adjustments in Operational Blueprints that address staff and student safety, which includes how you will approach: • Contact tracing • The intersection of cohort designs in residential settings (by wing or common restrooms) with cohort designs in the instructional settings. The same cohorting parameter limiting total cohort size to 100 people applies. • Quarantine of exposed staff or students • Isolation of infected staff or students • Communication and designation of where the "household" or "family unit" applies to your residents and staff	
☐ Review and take into consideration CDC guidance for shared or congregate housing: • Not allow more than two students to share a residential dorm room unless alternative housing arrangements are impossible • Ensure at least 64 square feet of room space per resident • Reduce overall residential density to ensure sufficient space for the isolation of sick or potentially infected individuals, as necessary; • Configure common spaces to maximize physical distancing; • Provide enhanced cleaning; • Establish plans for the containment and isolation of on-campus cases, including consideration of PPE, food delivery, and bathroom needs.	
Exception K-12 boarding schools that do not meet the Advisory Metrics (Section 0 of the *Ready Schools, Safe Learners* guidance) may operate, in consultation with their Local Public Health Authority, provided that:	
☐ They have a current and complete RSSL Blueprint and are complying with Sections 1-3 of the *Ready Schools, Safe Learners* guidance and any other applicable sections, including Section 2L of the *Ready Schools, Safe Learners* guidance.	
☐ The school maintains a fully-closed residential campus (no non-essential visitors allowed), and normal day school operations are only offered remotely through distance learning.	
☐ There have been no confirmed cases of COVID-19 among school staff or students in the past 14 days.	
☐ Less than 10% of staff, employees, or contracts (in total) are traveling to or from campus. Staff in this designation will: • Limit travel to essential functions. • Carefully monitor their own health daily and avoid coming to campus at any potential symptom of COVID-19.	

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ Any boarding students newly arriving to campus will either:
    • Complete a quarantine at home for 14 days* prior to traveling to the school, OR
    • Quarantine on campus for 14 days.*
 	
* A 14-day quarantine is the safest option to prevent the spread of COVID-19 to others. However, in either option above, for boarding students who have not developed any symptoms, schools may consider ending quarantine after 10 days without any testing, or after 7 days with a negative result on a COVID-19 viral test collected within 48 hours before ending quarantine, unless otherwise directed by the local public health authority (LPHA).
 	
☐ Student transportation off-campus is limited to medical care.	

<p align="center">2m. SCHOOL EMERGENCY PROCEDURES AND DRILLS</p>

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ In accordance with ORS 336.071 and OAR 581-022-2225 all schools (including those operating a Comprehensive Distance Learning model) are required to instruct students on emergency procedures. Schools that operate an On-Site or Hybrid model need to instruct and practice drills on emergency procedures so that students and staff can respond to emergencies.
    • At least 30 minutes in each school month must be used to instruct students on the emergency procedures for fires, earthquakes (including tsunami drills in appropriate zones), and safety threats.
    • Fire drills must be conducted monthly.
    • Earthquake drills (including tsunami drills and instruction for schools in a tsunami hazard zone) must be conducted two times a year.
    • Safety threats including procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety must be conducted two times a year.
 	
☐ Drills can and should be carried out as close as possible to the procedures that would be used in an actual emergency. For example, a fire drill must be carried out with the same alerts and same routes as normal. If appropriate and practicable, COVID-19 physical distancing measures can be implemented, but only if they do not compromise the drill.
 	
☐ When or if physical distancing must be compromised, drills must be completed in less than 15 minutes.
 	
☐ Drills shall not be practiced unless they can be practiced correctly.
 	
☐ Train staff on safety drills prior to students arriving on the first day on campus in hybrid or face-to-face engagement.
 	
☐ If on a hybrid schedule, conduct multiple drills each month to ensure that all cohorts of students have opportunities to participate in drills (i.e., schedule on different cohort days throughout the year).
 	
☐ Students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol after a drill is complete.
	Holy Trinity instructs and practices emergency procedures as required by the Department of Catholic Schools and the Fire Marshal. Fire drills are held monthly. Earthquake drills and safety drills are added to the monthly schedule to be help twice per year. A schedule of all drills is given to teachers and staff in August before the school year begins. A log of drills is kept in the school office and in the prekindergarten classroom.

<p align="center">2n. SUPPORTING STUDENTS WHO ARE DYSREGULATED, ESCALATED, AND/OR EXHIBITING SELF-REGULATORY CHALLENGES</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Utilize the components of Collaborative Problem Solving or a similar framework to continually provide instruction and skill-building/ training related to the student's demonstrated lagging skills. ☐ Take proactive/preventative steps to reduce antecedent events and triggers within the school environment. ☐ Be proactive in planning for known behavioral escalations (e.g., self-harm, spitting, scratching, biting, eloping, failure to maintain physical distance). Adjust antecedents where possible to minimize student and staff dysregulation. Recognize that there could be new and different antecedents and setting events with the additional requirements and expectations for the 2020-21 school year. ☐ Establish a proactive plan for daily routines designed to build self-regulation skills; self-regulation skill-building sessions can be short (5-10 minutes), and should take place at times when the student is regulated and/or is not demonstrating challenging behaviors. ☐ Ensure all staff are trained to support de-escalation, provide lagging skill instruction, and implement alternatives to restraint and seclusion. ☐ Ensure that staff are trained in effective, evidence-based methods for developing and maintaining their own level of self-regulation and resilience to enable them to remain calm and able to support struggling students as well as colleagues.	Holy Trinity uses Positive Behavioral Interventions and Supports program to support the behavior of our students. Teachers also use the social-emotional learning programs Second Steps and Friendzy to support students mental, emotional and social health.

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ Plan for the impact of behavior mitigation strategies on public health and safety requirements:
• Student elopes from area
    o If staff need to intervene for student safety, staff should:
        ● Use empathetic and calming verbal interactions (i.e. "This seems hard right now. Help me understand… How can I help?") to attempt to re-regulate the student without physical intervention.
        ● Use the least restrictive interventions possible to maintain physical safety for the student and staff.
        ● Wash hands after a close interaction.
        ● Note the interaction on the appropriate contact log.
    o *If unexpected interaction with other stable cohorts occurs, those contacts must be noted in the appropriate contact logs.
• Student engages in behavior that requires them to be isolated from peers and results in a room clear.
    o If students leave the classroom:
        ● Preplan for a clean and safe alternative space that maintains physical safety for the student and staff
        ● Ensure physical distancing and separation occur, to the maximum extent possible.
        ● Use the least restrictive interventions possible to maintain physical safety for the student and staff.
        ● Wash hands after a close interaction.
        ● Note the interaction on the appropriate contact log.
    o *If unexpected interaction with other stable cohorts occurs, those contacts must be noted in the appropriate contact logs.
• Student engages in physically aggressive behaviors that preclude the possibility of maintaining physical distance and/or require physical de-escalation or intervention techniques other than restraint or seclusion (e.g., hitting, biting, spitting, kicking, self-injurious behavior).
    o If staff need to intervene for student safety, staff should:
        ● Maintain student dignity throughout and following the incident.
        ● Use empathetic and calming verbal interactions (i.e. "This seems hard right now. Help me understand… How can I help?") to attempt to re-regulate the student without physical intervention.
        ● Use the least restrictive interventions possible to maintain physical safety for the student and staff
        ● Wash hands after a close interaction.
        ● Note the interaction on the appropriate contact log.
*If unexpected interaction with other stable cohorts occurs, those contacts must be noted in the appropriate contact logs.
 	
☐ Ensure that spaces that are unexpectedly used to deescalate behaviors are appropriately cleaned and sanitized after use before the introduction of other stable cohorts to that space.	

2o. PROTECTIVE PHYSICAL INTERVENTION

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Reusable Personal Protective Equipment (PPE) must be cleaned and disinfected following the manufacturer's recommendation, after every episode of physical intervention (see section 2j. Cleaning, Disinfection, and Ventilation in the *Ready Schools, Safe Learners* guidance). Single-use disposable PPE must not be re-used.	All PPE at Holy Trinity is disposable and will be used once. PPE will be changed if attention to multiple students or staff is needed.

3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Review the "Planning for COVID-19 Scenarios in Schools" toolkit. ☐ Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level.	In preparation for any potential outbreaks, Holy Trinity administration has carefully reviewed ODE's and OHA's "Planning for Covid-19 Scenarios in Schools"

3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Review and utilize the "Planning for COVID-19 Scenarios in Schools" toolkit. ☐ Ensure continuous services and implement Comprehensive Distance Learning. ☐ Continue to provide meals for students.	In consultation with our LPHA, Holy Trinity will close classrooms and cohorts as needed for quarantine. Classrooms and facilities will be cleaned, sanitized and disinfected according to CDC guidance. Instruction for affected students will move to Comprehensive Distance Learning. Staff will be encouraged to use sick time as needed or teach from home if appropriate. Holy Trinity does not provide meals for students.

3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Review and utilize the "Planning for COVID-19 Scenarios in Schools" toolkit. ☐ Clean, sanitize, and disinfect surfaces (e.g. door handles, sink handles, drinking fountains, transport vehicles) and follow CDC guidance for classrooms, cafeteria settings, restrooms, and playgrounds. ☐ When bringing students back into On-Site or Hybrid instruction, consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools.	In consultation with our LPHA, Holy Trinity will close classrooms and cohorts as needed for quarantine. Classrooms and facilities will be cleaned, sanitized and disinfected according to CDC guidance. Strong Tower, Holy Trinity's contracted cleaning company, will clean, sanitize and disinfect surfaces and rooms as needed in preparation for a safety return. Cohort size and schedule will be carefully considered upon a cohort's and teacher's return to school.

ASSURANCES

This section must be completed by any public school that is providing instruction through On-Site or Hybrid Instructional Models.
Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section unless the school is implementing the* Limited In-Person Instruction *provision under the Comprehensive Distance Learning guidance.
This section does not apply to private schools.

☐ We affirm that, in addition to meeting the requirements as outlined above, our school plan has met the collective requirements from ODE/OHA guidance related to the 2020-21 school year, including but not limited to requirements from:
- Sections 4, 5, 6, 7, and 8 of the *Ready Schools, Safe Learners* guidance,
- The *Comprehensive Distance Learning* guidance,
- The *Ensuring Equity and Access: Aligning Federal and State Requirements* guidance, and
- *Planning for COVID-19 Scenarios in Schools*

☐ We affirm that we cannot meet all of the collective requirements from ODE/OHA guidance related to the 2020-21 school year from:
- Sections 4, 5, 6, 7, and 8 of the *Ready Schools, Safe Learners* guidance,

- The *Comprehensive Distance Learning* guidance,

- The *Ensuring Equity and Access: Aligning Federal and State Requirements* guidance, and

- *Planning for COVID-19 Scenarios in Schools*

We will continue to work towards meeting them and have noted and addressed which requirement(s) we are unable to meet in the table titled "Assurance Compliance and Timeline" below.

4. Equity

5. Instruction

6. Family, Community, Engagement

7. Mental, Social, and Emotional Health

8. Staffing and Personnel

Assurance Compliance and Timeline
If a district/school cannot meet the requirements from the sections above, provide a plan and timeline to meet the requirement.

List Requirement(s) Not Met	Provide a Plan and Timeline to Meet Requirements *Include how/why the school is currently unable to meet them*