



OPERATIONAL BLUEPRINT FOR 2021-2022

Updated September 7, 2021

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	Faculty and Staff, Father Dave Gutmann, Deacon Brett Edmonson, 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	September 7, 2021
ESD Region	NWRES D

3. Select which instructional model will be used:

- On-Site Learning**

 Hybrid Learning

 Comprehensive Distance Learning

COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

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 updated on the latest version/publication of ODE’s Resiliency Framework on August 31, 2021. All Holy Trinity staff received a first copy of our Operational Blueprint on September 7, 2021. Parents and stakeholders were also given a copy via email and the document is posted on our school website (intranet and internet).

Staff Training: All employees receive the Operational Blueprint via email each time it is updated. Updates have been provided each time ODE requirements and metrics have changed.

During 20-21 In-Service week, all staff discussed:

- Sanitation and hygiene instruction
- Social distancing and health practices for self and student
- Use and wearing of face covers
- Use of flow charts

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- Beginning and end of day procedures
- Restroom and recess procedures
- Identifying Covid-19 related symptoms

During 21-22 In-Service week, all staff discussed current mitigation strategies, best practices and reviewed safety protocols from last year.

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 students, staff and wider community. Holy Trinity will comply with all LPHA guidance to ensure the health and safety of our community. Classes are cohorts and mixing of groups is recorded for attendance and contact tracing. These logs will be shared with our LPHA when necessary. Additionally, on campus attendance is taken each day using FACTS.

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. Students bring their own items to and from school, store items in their desk or locker, which are not shared. Electronic equipment is cleaned after each use.

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.

Holy Trinity's protocol for if a student becomes or is identified ill at school comes from the ODE, OHA and CDC guidance.

- If a student becomes ill at school, he/she may be instructed to go home or to the nearest health center.
- 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.
- 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.
- Students diagnosed with Covid 19 may return to school when the following criteria are met:
 - 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.

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. Teachers take attendance via FACTS each school day. Attendance records are readily available to our LPHA and for contact tracing. Classroom attendance logs include location, student name, date and time in the classroom. FACTS 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 at the front entrance.

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.

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

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and cohorts as needed for quarantine. Classrooms and facilities will be cleaned, sanitized and disinfected according to CDC guidance.

HIGH-RISK POPULATIONS

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.

PHYSICAL DISTANCING

Each room was measured for capacity. The average classroom size can accommodate 30 students with ample spacing at the 3 feet recommendation. Some learning activities will have students closer than 3 feet when working. Holy Trinity Catholic School is balancing the need for distancing with the need for connection, social-emotional learning and relearning of school behaviors like friendship, sharing, partners, etc.

Physical distancing is taught, expected, enforced and encouraged at all times. Walking on the right 'be polite' is always taught and now expressly required in moving throughout the school.

In planning for the school to return to campus, recess times, lunch times and transition times were all considered and scheduled to minimize crowding 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. Middle School now has access to our South Yard for their outdoor snack and lunch times.

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.

COHORTING

For the fall of 2021, cohort size is determined by room size and enrollment. Holy Trinity will adhere to ODE recommendations that cohorts be between 24 and 36 with a maximum of 100.

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. 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.).

PUBLIC HEALTH COMMUNICATION AND TRAINING

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.

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ENTRY AND SCREENING

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.

Staff and parents are asked to screen all family members at home each day before coming to campus. HT is no longer taking temperatures as an arrival precaution. 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. Effectuated students or staff are asked to remain home and quarantine according to "Planning for Covid-19 Scenarios in Schools" guidance.

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.

VISITORS/VOLUNTEERS

All non-essential visitors/volunteers have been restricted since September 2020. Current OHA guidelines requires that all volunteers and visitors that will interact with or near students be vaccinated. Visitors and volunteers must submit their Covid-19 vaccination card to the office.

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.

FACE COVERINGS, FACE SHIELDS, AND CLEAR PLASTIC BARRIERS

Face coverings are required for all (ages 5+) who enter Holy Trinity Catholic School. Face shields are allowed for students and staff. Face masks are preferred. Face shields are allowed when it is essential to learning that students see pronunciation and mouth movement. Speakers, teachers and other presenters may take their mask off while keeping a 6 foot or more distance from others who keep their mask on.

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. Masks are not required outdoors if students are not within 6 feet of each other.

Holy Trinity has an extensive amount of PPE 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.

As of January 2021, Holy Trinity School has 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.

ISOLATION AND QUARANTINE

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 wear PPE- gown,

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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 to the “Planning for Covid-19 Scenarios in Schools” document.

SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

Hand washing: Hand washing is taught, required and encouraged. Signage throughout the school demonstrates proper hand washing. Hand 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.

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.

Events: All events have been cancelled.

Transitions/Hallways: Transitions and potential cohort overlapping has been minimized through the master schedule.

Personal Property: Personal property brought to school is kept in the student’s backpack or individual desk. Lockers for grades 6-8 are assigned to one student only; there is not sharing of lockers, locks or materials. Several classrooms have plastic bins/cubbies/shelves that students store books and other items in. Each bin is labeled with the student’s name.

ARRIVAL AND DISMISSAL

Arrival time is 8:00-8:15am. HT has three entrances for the fall of 2021- Prekindergarten, EC/cafeteria, Front Door. Each door is staffed by a Holy Trinity staff person. 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. Parents are allowed to enter the building and walk their students to class. All parents must wear a face mask and be out of the hallways by 8:15am.

Dismissal time is 3:00-3:15pm. Parents pick up their child by joining car line or waiting out front. Using walkie talkies, multiple staff communicate to the teachers who is in line and what students to send out.

K/1 students are dismissed at the back of the school.

2/3/4 students wait in lines in the gym.

5th grade students wait outside in front of the school.

6/7/8 students wait outside by the chapel and are allowed to walk through the parking lot to their car.

PLAYGROUNDS, FIELDS, RECESS, BREAKS, AND RESTROOMS

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.

Staff gathering has been minimized. Meetings and professional development are offered virtually or in person. 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.

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MEAL SERVICE/NUTRITION

As of September 29, 2021, Dishes2u will begin service at Holy Trinity. Dishes2u is a third party coordinator for restaurant made and packaged meals. All meals are ordered by the parents and deliver individually packaged and labeled.

Snack time is each morning, staggered on our master schedule. Snack is eaten in the classroom or outdoors at the teacher's discretion. Students eat lunch outside 'picnic' style for the month of September to minimize exposure and spreading of germs. A supervision schedule ensures staff oversight of spacing and appropriate behaviors. Hand sanitizer and cleaning wipes are located at each entry. Students are taught to sanitize, eat, sanitize.

TRANSPORTATION

Holy Trinity does not provide any transportation of students or staff.

CLEANING, DISINFECTION, AND VENTILATION

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.

All cleaners and disinfectants used are on the EPA approved list for safety and ability to fight Covid 19.

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.

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.

HEALTH SERVICES

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.

SCHOOL EMERGENCY PROCEDURES AND DRILLS

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 held 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.

SUPPORTING STUDENTS WHO ARE DYSREGULATED, ESCALATED, AND/OR EXHIBITING SELF-REGULATORY CHALLENGES

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 Friendly to support students mental, emotional and social health.

PROTECTIVE PHYSICAL INTERVENTION

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.

PREVENTION AND PLANNING

In preparation for any potential outbreaks, Holy Trinity administration has carefully reviewed ODE's and OHA's "Planning for Covid-19 Scenarios in Schools"

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RECOVERY AND REENTRY

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.

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