

6/22/21

From: Kevin McShane, Principal  
Holy Trinity School

To: DC OSSE, ADW CSO

Below is the re-opening plan for Holy Trinity School for the 2021-2022 School year. Our guiding principle in this document comes directly from the DC Coronavirus Guidance for Schools (last updated on May 19), "Given the benefits of in-person learning, schools should make adjustments to their implementation of these recommendations when strict adherence would prevent all students from returning to the school building." While we might reserve the right as a private school to proceed as we see fit to keep our community safe and learning, we believe that our plans, laid out below, put us fully in compliance with the guidance coming from the DC OSSE and ADW CSO. We will communicate all of this to our community via the usual email and handbook channels.

### Learning at HTS 2021-2022

1. The Parent and Student Handbook will remain in effect along with a special addendum to highlight the modifications we are making for the start of this school year.
2. Please be a person for others:
  - a. Be ready to come pick up your child at school at a moment's notice if she/he displays symptoms of illness.
  - b. Fill out the daily health survey accurately and in the morning before arriving at school. Review it with your child each day so that they learn the symptoms.
  - c. Check that your child is prepared for school each day: school supplies, hygiene supplies (hand sanitizer, mask, and spare mask).
  - d. Do not give your child a fever reducing medicine (e.g. acetaminophen or ibuprofen) before school. Even before the pandemic, if she/he needs a fever reducer, they shouldn't be at school.
3. We will expect all students to attend school in person. We will not offer a 100% virtual option or attending virtually in the case of absence. The only exception will be if we need to quarantine a class if there is a case of COVID-19.
4. Drop Off:
  - . Please complete the daily health form before arriving at school.
  - a. Students may arrive from 7.45 am and will go straight to their homerooms. If you arrive before 7.45, please have your student(s) wait in the car.
  - b. Upon arrival, a faculty member will confirm that the health survey is complete. The parent dropping off should wait until the survey is reviewed.
  - c. Students and teachers must stay home if any answers on the health form are not "NO".
  - d. Students must wear a clean mask every day (details below).
  - e. Upper School students will enter only by the Cafeteria door of the Upper School building and Lower School students by the Health Office door. Students will receive hand sanitizer as they arrive.
5. Parents and other visitors (prospective students and families, deliveries, contractors, and third party vendors) to the building:
  - . Visitors will wear masks, whether vaccinated or not.
  - a. Visitors will complete the daily health form.
  - b. Visitors will comply with our other protocols such as distancing.

c. We will host prospective students one family at a time during school days, but only hold admissions open houses on Saturdays when the building will not be full with all teachers and students. The building can be cleaned and sanitized before and afterward. These families will also follow all of our usual protocols.

6. In the classroom:

. Students will be seated three (3) feet apart, facing the same direction, and maintain that distance as feasible.

a. Teachers will maintain a six (6) foot distance from students and one another as feasible. They will use hand sanitizer as they arrive in a classroom and when they leave. They will also wipe down their high touch surfaces (e.g. keyboard, mouse, projector) with cleanser at the start and end of the class.

b. We will keep cohorts together as feasible. We will consider each grade level to be a cohort.

7. Other gatherings such as mass and assemblies:

. One grade/cohort will attend mass in person and other grades will join via Zoom.

a. Similarly, one grade/cohort will attend assemblies in person and others will join via Zoom.

b. Field trips will only be to outside locations, and everyone will wear masks.

8. Masks: We will continue to educate and reinforce proper use of masks:

. Must be worn from arrival on campus until dismissal with the exceptions of lunch and snack time.

a. Masks must fit snugly over the nose bridge, mouth, and chin.

b. Wash hands before putting on the mask and before removing it.

c. Handle mask only by the straps.

d. There is no "uniform" to the masks as long as they cover the student's nose and mouth and follow the guidance in the addendum to our student and parent handbook.

e. Bandanas, "stretchy" neck gaiters, or masks that are crocheted or knitted are not acceptable. Masks with one way valves are also not acceptable.

f. Masks may be personal (one of our uniform suppliers is selling HTS masks, but they are not needed) and have designs and writing on them, but let's keep it classy!

g. Face shields may be worn in addition to masks but not instead of them.

h. An extra mask should always be stored in each student's backpack.

i. Change mask if it becomes wet or sweaty.

j. We will have extra masks here at school, but please don't rely on them.

9. Lunch:

. HTS will offer hot lunch. Students will come to the cafeteria to pick up their lunches and then take them back to their classes.

a. Grades/cohorts may take turns eating in the cafeteria.

10. In hallways and classrooms:

. Maintain 3 foot distance between people as feasible. We will continue to place stickers on the floors to help with distancing and traffic flow.

a. Follow directions for staying to the right in two-way hallways.

b. Touch only your own locker.

c. We will minimize interactions between grades/cohorts as feasible.

d. Water fountains will continue to be off, but we will continue to allow students to re-fill their water bottles at our filling stations.

11. Health and Hygiene (full details are below):

. Students will wash hands/use hand sanitizer upon arrival as well as before and after snack, recess, lunch, and Physical Education.

a. We will continue to coach students on the proper respiratory etiquette for sneezing and coughing.

b. The school will have on hand Personal Protective Equipment (e.g. masks, face shields) as relevant and necessary.

c. The school will continue to run a routine cleaning and disinfecting of rooms, surfaces, and objects. If a student develops symptoms or a case of COVID-19, we will continue to clean and disinfect the room immediately. The school will keep on hand an appropriate amount of cleaning supplies to do such cleaning and disinfecting.

d. We will continue to run the air purifiers stationed in each of our classrooms and offices.

e. We will continue to keep the hand dryers off in the restrooms.

#### 12. When leaving the classroom for fire drills or emergencies.

. If it is a real emergency (e.g. fire), we will not worry about distancing, and get everyone out of the building as quickly as possible.

a. For something like a fire drill, we will do it in a distanced fashion, and each class will report to locations so that there is space between them.

#### 13. Recess/PE

. As stated in DC OSSE guidance from 12/21/20: "When participating in vigorous physical activity outdoors, face coverings do not need to be worn if social distancing of at least six feet is feasible." As recess and PE represent moments of intense physical activity where six foot distancing is feasible, we will allow students to take off their masks for these activities when they are outside.

a. Multiple groups will have to share recess locations. We will limit interactions between cohorts as feasible.

#### 14. Snack/Lunch

. Wash/sanitize hands before and after eating.

a. No sharing food.

b. Students will eat in the classroom or preferably outside. Students taking hot lunch will collect it from the cafeteria and then report back to their classes.

c. Students must be able to open bags, Tupperware, etc. by themselves.

d. Students should bring a full, reusable water bottle each day. We will give regular reminders to hydrate.

#### 15. If a student/teacher/staff member is feeling ill:

. The teacher should send a student to the school health office.

a. Community members must be symptom free without the help of a fever reducing medication before coming back to school.

b. The school will maintain the health office as an isolation room to quarantine an individual as feasible, although taking them outside will be the first option.

#### 16. In the event of a positive COVID-19 case:

. The Principal, in consultation with the Catholic Schools Office and DC Dept. of Health, will decide if anyone else needs to be isolated and/or go home based on contact (just student, class, building, whole school) as well as communicate information to appropriate parties.

a. The Principal will communicate to the school community, via email, if there is a positive case, and what steps were taken, including cooperation with contact tracing.

#### 17. Dismissal

. Parents will pick up their students between 2:55pm and 3:10pm. Homeroom teachers will walk their students to carpool and have them wait in a distanced fashion.

#### 18. Travel for Unvaccinated Persons:

. Vaccinated persons may travel outside DC, Maryland, and Virginia without testing or quarantine afterward.

a. Mayor's Order 2021-069 states that travelers *should* follow DC Health guidance. As should is not "must," unvaccinated persons may also travel outside DC, MD, and VA without testing or quarantine afterward.

#### 19. After Care

. We will offer After Care in the traditional 3:00 to 6:00 slot. It will mean re-mixing the students from different homerooms and probably also different grades. We will maintain the distancing guidelines outlined above for the After Care groups.

Updated 6/21

# Health Guidelines Holy Trinity School 2021-2022 School Year

The guidelines below represent our efforts to comply with the Centers for Disease Control, the DC Department of Health (DOH), the DC Office of the State Secretary of Education (OSSE) and the Catholic Schools Office of the Archdiocese of Washington. The guidance and rules of these groups are often different and so we try to follow as best we can by mixing in some common sense. Special thanks to the HTS Health Committee for help in clarifying the guidance. While some of our rules may be debatable, clarity is a good thing, so we are going with these rules. We do reserve the right to modify these guidelines at any time.

Many of the day-to-day guidelines are in the document "[Learning at HTS 2021-2022](#)."

A quick summary:

- It is impossible to predict every situation and so please contact the health office ([health@htsdc.org](mailto:health@htsdc.org)), and we will work through it together if you have a situation that is not described directly below.
- If a student, teacher, or other person who comes to HTS has a positive test, we will consult with the DC DOH and follow what they determine is necessary in conjunction with our school protocols.
- For situations requiring a COVID Test, we do require a PCR test. All references to tests below are for PCR tests. There are too many false negatives with "rapid tests" for us to accept any of those.
- Many of the symptoms of COVID can be caused by other things. As was the rule before COVID-19, students may return to school once they are symptom free without medication (e.g. acetaminophen).
  
- **Anyone who displays cold/flu/COVID-19 symptoms at school:**
  - As we did before the pandemic, the individual should report to the health office. If warranted, the nurse will call home to notify a pick up is needed.
  - Thanks to school medical forms, we will know if your child has a pre-existing condition that might cause a symptom (e.g. allergies).
- **Anyone who displays cold/flu/COVID-19 symptoms at home:**
  - We will return to our pre-Pandemic rule: anyone displaying symptoms at home should stay home and seek medical attention as appropriate. The person can return to school once he/she is symptom free without the aid of medication.
  - As always, parents must notify the school office (attendance [@htsdc.org](mailto:attendance@htsdc.org)) of an absence.
- **Anyone that has a positive COVID-19 test:**
  - Notify the school health office ([health@htsdc.org](mailto:health@htsdc.org)). Employees must notify the HR Director, their immediate supervisor, and the substitute coordinator if necessary.
  - Will stay home for 10 days or until they have a negative test after displaying symptoms or receiving a positive test result. They must also be clear of any symptoms for 24 hours without fever-reducing medicine, and bring a doctor's note clearing them to return to school.

- The positive person's household members, unless fully vaccinated, will also have to stay away from school until 14 days from last contact with the positive person.
  - The Principal and the school nurse will contact the DC DOH to determine if further communication or quarantine is necessary.
- **An unvaccinated HTS attendee is exposed to a person with symptoms or a positive test:**
  - Notify the school health office ([health@htsdc.org](mailto:health@htsdc.org)). Employees must notify the HR Director, their immediate supervisor, and the substitute coordinator if necessary.
  - Siblings and other household members who are HTS attendees must follow the same guidance as the exposed HTS attendee.
  - If the potential exposure is at school, the school will follow DC DOH guidance in conjunction with our HTS protocols.
  - If the potential exposure is not at school, the attendee must quarantine for 10 days from the date of exposure or 5 days from the date of exposure and get a PCR COVID test.
  - Persons who are fully vaccinated do not need to quarantine as long as they do not display symptoms.
- **Travel outside Maryland, Virginia, and Washington, DC:**
  - Persons who are vaccinated can travel anywhere on Earth without quarantine or testing to return to school.
  - The Mayor's Executive Order 2021-069 from May 18 states that unvaccinated travelers "should" follow DC DOH rules on travel, which require post travel quarantine. Since this is not a requirement ("should" is not "must"), we will not require unvaccinated community members to quarantine after travel outside of the DMV.

#30

**COMPLETE**

**Collector:** Principal (Web Link)  
**Started:** Friday, June 04, 2021 10:00:51 AM  
**Last Modified:** Tuesday, June 22, 2021 8:47:57 AM  
**Time Spent:** Over a week  
**IP Address:** 208.58.85.218

---

Page 1

**Q1****Holy Trinity School**

Please select your school, sorted by ESPA region.

**Q2**

Contact Information

Name	<b>Kevin McShane</b>
Email Address	<b>kmcshane@htsdc.org</b>

---

Page 2: Operations

**Q3**

Please indicate if your school can meet the following assurances by the start of the upcoming school year:

Students have the ability to attend 5-days per week for the 2021-22 school year.	<b>Yes</b>
Students have a virtual option.	<b>No</b>
The school has procedures for essential visitors accessing the building.	<b>Yes</b>
The school has a plan to have extracurricular activities, band, and other 3rd party vendors in the school.	<b>Yes</b>
The school can ensure a 3rd party vendor is approved by the CSO before inviting them for extracurriculars.	<b>Yes</b>
The school has clearly defined lunch procedures.	<b>Yes</b>
The school has clearly defined recess procedures.	<b>Yes</b>
For any no above, please take a moment to explain::	We are not offering a 100% virtual option this year. All students will need to be in person.

---

**Q4**

**At Home**

How will your school conduct daily screenings for students and staff?

---

**Q5**

Please indicate if your school can meet the following assurances by the start of the upcoming school year for the use of face masks:

Except for specific circumstances like eating, will your school require face masks for all students, staff, and visitors while in the school. **Yes**

The school can ensure masks are worn correctly (e.g., providing images, videos, demonstrations, etc). **Yes**

There is a policy or procedure established for someone unable or unwilling to wear a face mask at all times. **Yes**

---

**Q6**

Please indicate if your school can meet the following assurances by the start of the upcoming school year for physical distancing:

The school is able to ensure appropriate physical distancing throughout the building. **Yes**

The school requires physical distance for students in the classroom, as feasibly possible. **Yes**

The school can keep cohorts together, as feasibly possible. **Yes**

The school can take steps to minimize interactions between cohorts. **Yes**

---

**Q7**

Please indicate if your school can meet the following assurances by the start of the upcoming school year for handwashing and respiratory etiquette:

The school has policies and procedures to support frequent, proper handwashing. **Yes**

The school has policies and procedures to support respiratory etiquette such as covering coughing and sneezing. **Yes**

The school has adequate supplies available (e.g. soap, paper towels, hand sanitizer, tissues) to support handwashing and respiratory etiquette. **Yes**

---

**Q8**

Please indicate if your school can meet the following assurances by the start of the upcoming school year for personal protective equipment (PPE):

The school is able to provide and distribute appropriate PPE including gowns, gloves, surgical masks, eye protection (face shield or goggles), and N95 masks, as relevant and necessary. **Yes**

---

**Q9**

Please indicate if your school can meet the following assurances by the start of the upcoming school year for maintain clean and healthy facilities:

The school can schedule routine cleaning of rooms, surfaces and objects, including high touch objects and surfaces (e.g., phones, light switches, keyboards, railings, doorknobs, etc.). **Yes**

The school has cleaning and disinfecting protocols established in the event someone develops symptoms while in the school or tests positive. **Yes**

The school has sufficient and appropriate cleaning and disinfection supplies available with the requirement to wear gloves when handling products. **Yes**

The school can maintain necessary maintenance to ventilation and water systems so they are ready to use. **Yes**

The school has provisions available for students and staff to safely access drinking water. **Yes**

---

**Q10**

Please indicate if your school can meet the following assurances by the start of the upcoming school year for response to a confirmed or suspected COVID-19 case:

- |   |            |
|---|------------|
| The school has procedures in place if someone gets sick with COVID-like illness.                                  | <b>Yes</b> |
| The school has procedures in place to dismiss any student or staff potentially exposed within the school setting. | <b>Yes</b> |
| There is a dedicated isolation room for someone suspected of COVID.   | <b>Yes</b> |
| The school has a plan if a student or class needs to quarantine.  | <b>Yes</b> |
| The school has a plan to protect those at higher risk for severe illness.   | <b>Yes</b> |
| There is a staff member responsible for reporting a positive case.  | <b>Yes</b> |
| There is a process for notifying the school community about a positive case and appropriate actions taken.        | <b>Yes</b> |
| The school can cooperate with contact tracing efforts.  | <b>Yes</b> |
- 

**Q11**

Please indicate if your school can meet the following assurances by the start of the upcoming school year for training and monitoring:

- |   |            |
|---|------------|
| The school can train students and staff regarding safety protocols.   | <b>Yes</b> |
| The school can communicate on key health and safety policies be communicated to students, families, staff and visitors. | <b>Yes</b> |
- 

**Q12**

Please upload your current reopening plan

**21-21reopening plan.docx (22.5KB)**

---