

# COVID-19 PREVENTION PLAN FOR TRINITY CHRISTIAN SCHOOL

Previously known as the "Safe Reopening Plan for K-12 Schools"

Updated Aug. 18, 2020

School Name:	Trinity Christian School		
School Address:	3902 Kenwood Drive		
School Type:	School District: <input type="checkbox"/>	Charter School <input type="checkbox"/>	Private School <input checked="" type="checkbox"/>
Name of School District, Charter School System or Private School System if Applicable:			

This template was developed in consultation with the County of San Diego Health and Human Services Agency, Public Health Services and is based on guidance articulated by the California Department of Public Health in its [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#) (July 17, 2020) and COVID-19 and [Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#).

The template mirrors the organizational structure of the CDPH industry guidance for schools and is modeled on the COVID-19 Prevention Plan for Schools Checklist. Schools are not required to use this template; however, doing so will ensure that the school's COVID-19 Prevention Plan responds to each of the elements in the industry guidance.

**The template was revised on Aug. 7, 2020 to include a section on sports and extracurricular activities that was added to industry guidance released on Aug. 3, 2020. (See Section 6, item 30.)** School leaders are also advised to review the [California Department of Public Health Schools Guidance FAQs](#).

Trinity Christian School's plans for each of the following elements.

## 1. General Measures

1. Trinity Christian School's worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks is located at: [www.trinity-cs.org](http://www.trinity-cs.org)
  - a. The person responsible to implement and monitor this plan is: [Jimmie Drummond](#)
  - b. The school's COVID-19 Liaison for contact with Public Health Services is:  
[Jimmie Drummond, Co-Principal \(619\) 462-6440](#)
    - i. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is: [When a child or staff member tests positive or has an exposure that requires quarantine for COVID-19 parents and staff members will report this to Jimmie Drummond \(619\) 462-6440 principal@trinitycs.org](#)
    - ii. The COVID-19 Liaison will report information on positive cases to Public Health Services Epidemiology Department at: 619-692-8499
  - c. The school has incorporated the [CDPH Guidance for the Use of Face Coverings](#). See section 3 for more information.
  - d. The school's COVID-19 Prevention Plan is posted at: [www.trinity-cs.org](http://www.trinity-cs.org) This information has been provided to workers and worker representatives via email. The school's plan to train and communicate with workers on the COVID-19 prevention plans is described below.
    - i. All employees of Trinity Christian School will receive an email containing our complete plan before the staff training that begins on August 24, 2020
    - ii. The school has set aside two weeks for staff training which will include the following: all parts of our reopening plan with time for Q & A; healthy hygiene practices for students and staff; physical distancing guidelines; proper use, removal and washing of face coverings; specific symptoms of COVID-19 including the importance of not coming to work if they have symptoms or live with someone who has been diagnosed with COVID-19; COVID-19 Prevention in Child Care Programs published by CAL/OSHA; cleaning, disinfecting and sanitizing procedures required throughout the school day; distance learning protocols and expectations; how to explain our reopening plan to

<p>students including best practices for keeping everyone on campus healthy.</p> <ul style="list-style-type: none"> <li>iii. Posters and reminders are displayed in key locations throughout the campus.</li> </ul> <p>e. The school’s plan to regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified is described below:</p> <ul style="list-style-type: none"> <li>i. The Co-Principals, Jimmie Drummond and Sharon Axe along with the office administrator, Rhonda Rudolph, will meet weekly to evaluate workplace compliance of the plan and document any deficiencies to be corrected.</li> <li>ii. Rhonda Rudolph will keep an inventory of PPE supplies on hand and update the list weekly</li> <li>iii. An email address will be established <a href="mailto:COVID19@trinitycs.org">COVID19@trinitycs.org</a> for parents and staff to communicate questions and concerns</li> <li>iv. Rhonda Rudolph, Office Administrator, will communicate with the custodial staff bi-weekly regarding sanitation protocols</li> </ul> <p>f. The school will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.</p> <p>g. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with <a href="#">CDPH guidelines</a>.</p> <p>h. The school will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 for more detail.)</p>
<p>2. The school has evaluated whether and to what extent external community organizations can safely utilize the site and campus resources, and will ensure external community organizations that use the facilities also follow this guidance.</p> <ul style="list-style-type: none"> <li>a. Trinity Church is not currently holding any activities on site. When those activities begin, the church will be responsible for disinfecting any areas used before school staff, students or parents are allowed in those areas</li> <li>b. There is an outside church that uses an outdoor area on Sunday mornings. All areas used by those church members on Sunday morning (rest rooms) are disinfected by them before exiting the campus.</li> <li>c. In the future if other groups request to use the facility the church administrative team will evaluate those requests and ensure that any areas used are thoroughly sanitized.</li> </ul>
<p>3. The school is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.)</p>
<p>4. The school has developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, review existing student health plans to identify students who may need additional accommodations, develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed. Groups who might be at increased risk of becoming infected or having unrecognized illness include the following:</p> <ul style="list-style-type: none"> <li>a. Trinity Christian School does not serve students who have limited mobility, require close contact with others, have trouble understanding information or practicing preventative measures, or are not able to communicate symptoms of illness.</li> <li>b. Parents who have health and safety concerns will be encouraged to contact the school office to help identify students that may need accommodations.</li> <li>c. The co-principals will review student records in order to identify students who may need special consideration with accommodations or additional preparations for indoor and outdoor environments</li> </ul>
<p>5. The schools has reviewed the <a href="#">CDPH Guidance for the Use of Face Coverings</a> and applicable local health department guidance and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan. See Section 3 for more information.</p>

## 2. Promote Healthy Hygiene Practices

Trinity Christian School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

6. The school has developed plans to teach and reinforce [washing hands](#), avoiding contact with one's [eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff. The plans describe how the school will teach students and remind to:
  - a. Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow
  - b. Wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
  - c. Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
  - d. Use fragrance-free hand sanitizer when hand washing is not practicable.
    - i. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
    - ii. Do not use hand sanitizers that may [contain methanol](#), which can be hazardous when ingested or absorbed.
    - iii. Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
  - e. Avoid touching one's face
  - f. Signage will be posted throughout the school reminding students and staff of healthy hygiene practices
  - g. The following protocols will be in place: hands sanitized at entry of school; hands sanitized each time the classroom is entered; hands will be washed before and after eating.
  - h. Trinity Christian School has installed hands-free soap, paper towel, and sanitizer dispensers.
7. With a small student population of approximately 160 students (K-8<sup>th</sup>), small class sizes and a large facility there is ample room to allow students to wash their hands without congregating. There are only two classrooms that do not have a sink and a restroom is located very close by those rooms. There is a large washing station at the lunch area which allows students to wash before and after lunch. There are three separate restroom areas.
8. Recess and lunch times are staggered to allow time for students and staff to wash their hands and not congregate in restrooms. Schedules will be posted in the office and classrooms. There is a large staff restroom and only two adults will be allowed in at the same time in order to facilitate physical distancing. Student restrooms will be limited to two students at a time.
9. Trinity Christian School currently has and will maintain adequate supplies of soap, paper towels and 60% ethyl alcohol hand sanitizer in order to support healthy hygiene practices. Hands free soap, paper towel and sanitizer dispensers have been installed throughout the campus. There is an adequate supply of face coverings, (masks and shields) to begin the year and they will be replenished as needed. Each classroom teacher will be issued a touch free thermometer to take student temperatures in the classroom. They will be provided a supply of alcohol wipes to sanitize after each use. All trash cans in the school are no touch. An adequate supply of tissue will be kept in each classroom with inventory monitored by the teacher. More tissue will be supplied as needed.
10. Information contained in the [CDPH Guidance for the Use of Face Coverings](#) to staff and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings.

All staff and students will utilize face coverings on campus as indicated in the recommendation by the Center for Disease Control and California Department of Health. Students in 3<sup>rd</sup> grade and up will need to wear a face covering and they will be encouraged in grades K-2<sup>nd</sup>. Face coverings will be removed for meals, snacks, and outdoor activities where physical distancing can be accomplished. The school will have a supply of disposable face coverings for those who need one. Campus visitors will be required to wear a face covering. Exemptions are as follows: children under the age of two; persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated or otherwise unable to remove a face covering without assistance.

11. Trinity Christian School will provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment. All staff members will be required to wear a face covering and they will be provided by the school if needed. Glove and other protective equipment will also be provided.

12. The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. The school currently has a supply of 200 disposable masks and will keep this inventory on hand at all times. Face shields are available for every staff member with 10 extra as of August 12, 2020. A supply of 10 face shields will be kept on hand for staff. A minimum supply of 500 gloves will be kept in inventory at all times.

13. Trinity Christian School will strongly recommend that all students and staff be immunized against influenza unless contraindicated by personal medical conditions, to help:

- Protect the school community

- Reduce demands on health care facilities

- Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

Staff will be given information on the importance of getting a flu shot during training before the start of school. Educational information will be sent home to parents regarding flu shots.

### 3.Face Coverings

Trinity Christian School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

14. Face coverings must be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

a. We will teach and reinforce use of [face coverings](#), or in limited instances, face shields.

Staff will receive training during the week of August 24, 2020 on the proper use of face coverings for themselves and students. Teachers will instruct students on the proper use of face coverings when students return to campus. Face coverings must cover the mouth and the nose.

b. All students in grades 3<sup>rd</sup> and older will be required to wear a face covering throughout the duration of the day except during meal times and when outdoors if physical distancing can be maintained. Students in grades K, 1<sup>st</sup> and 2<sup>nd</sup> will be strongly encouraged to wear a face covering.

b. Students and staff will be frequently reminded not to touch their face covering and to [wash their hands](#) frequently. Information that will remind staff and students not to touch their face will be posted around the campus.

c. Information will be provided to all staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#). Staff will receive hands on training during the week of August 24, 2020. Training will also include policies on how people who are exempted from wearing a face covering will be addressed.

d. Information from the CDC website will be provided to all staff and families in the school community. Staff will receive this training during staff development days before school starts and families will receive this information via email.

e. Training will also include information on how people are exempted from wearing a face covering. Staff will be directed during the weeks before the start of school to contact their supervisor if they feel they fall into the exempt category. The staff member will be given a form for their physician or mental health professional to complete. Parents will be directed to contact the school office and will be given a form for the child's physician or mental health professional to complete for an exemption. Staff will receive training regarding how to handle questions from parents and students regarding those who are exempt from wearing a face covering.

15. The school's plans regarding students' use of face coverings includes the following elements:

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	Strongly encouraged**
3rd grade – high school	Yes, unless exempt
**Face coverings are strongly encouraged for young children between 2 years old and second grade, if they can be worn properly.	

- a. Persons younger two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- b. A cloth face covering, or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- c. In order to comply with this guidance, the school must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. The school will provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Students will be offered Distance Learning if they are excluded from campus.

Exemptions from face coverings: Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated; and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering; Persons with a medical or mental condition or disability that prevents wearing a face covering are exempt. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated or otherwise unable to remove a face covering.

16. Trinity Christian school's plans regarding staff use of face covers includes the following

- All staff will use face coverings in accordance with CDHP guidelines
- In limited situations where face coverings cannot be used for pedagogical or developmental reasons, a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable.
- Staff will wear cloth face covering outside of the classroom
- Workers or other persons handling or serving food will use disposable gloves in addition to the face covering

#### 4. Ensure Teacher and Staff Safety

Trinity Christian School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

17. The school's plan to protect teachers and staff includes the following elements:

- a. Staff will be trained to maintain physical distancing from each other which is critical to reducing transmission between adults.
- b. Staff will use face coverings in accordance with CDC and CDPH guidelines
- c. Staff members who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk will consult with their supervisor for possible options.
- d. Staff meetings, professional development training and education, and other activities involving staff will be conducted with physical distancing measures in place, or virtually, where physical distancing is a challenge. Williams Hall a large room on campus that is well ventilated will be used or they will be held in our ample outdoor spaces.
- e. To minimize congregating only two people will be allowed in our staff work room. Teachers who need a place to eat lunch outside of their classroom will be provided a space that has ample room for physical distancing. Staff restrooms will be limited to 2 people at a time.
- f. Daily symptom monitoring of all staff will include a health survey completed online which will include a temperature check before entering the campus.
- g. Only two staff members will be allowed in the workroom and in each of the large restrooms. Signs will be posted on the door of the workroom and on the doors to the restrooms reminding staff of this important protocol. Tape markings on the ground and on the wall will remind staff to stay physically distanced and avoid close contact if they are waiting to enter these rooms.

## 5. Intensify Cleaning, Disinfection, and Ventilation

Trinity Christian School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

18. Drinking fountains will not be used. Students will bring their own water bottles from home that can be refilled. Sealed disposable water bottles will be provided if a student forgets to bring one from home.

19. Staff will [clean and disinfect](#) frequently touched surfaces at school throughout the day. They will be cleaned by trained custodial staff every evening. Frequently touched surfaces in the school include, but are not limited to:

- a. Door handles
- b. Light switches
- c. Sink handles
- d. Bathroom surfaces
- e. Tables
- f. Student desks
- g. Chairs

Trained custodial staff will clean and disinfect the entire facility (classrooms, hallways, restrooms, office and other common areas) each evening giving special attention to high touch surfaces. Doors will be left open whenever possible to reduce students and staff touching door knobs. Each classroom will be provided with safe and effective cleaning (disinfecting solution or wipes) supplies to sanitize shared items, door knobs, tables, desks, chairs throughout the day.

20. Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

No plan – Trinity Christian School does not provide bus transportation

21. Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses

- Sharing of materials will be limited
- Each student will have a box with their personal school materials that will be kept in their desk or cubby. Students will be directed to only use their own supplies. Teachers will have a supply of basic school supplies if a student needs something.
- When shared use is necessary such as playground equipment, games and art supplies they will be sanitized with safe and effective disinfecting solutions between uses.

22. When choosing disinfecting products, use those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list "N"](#) and follow product instructions.

- a. To [reduce the risk of asthma](#) and other health effects related to disinfecting, the school will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
- b. Products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma will be avoided.
- c. Label directions for appropriate dilution rates and contact times will be followed. Workers will be trained on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
- d. Custodial staff and any other workers who clean and disinfect the school site will be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products will be kept out of children's reach and stored in a space with restricted access.
- e. A cleaning and disinfecting schedule will be established in order to avoid both under- and over-use of cleaning products.

23. Safe and correct application of disinfectant will be adhered to and products will be kept away from students. All custodial closets are locked during school hours.

24. Trinity Christian School will ensure proper ventilation during cleaning and disinfecting. Fresh outdoor air will be introduced as much as possible as all classrooms have doors that lead outside and windows that can be opened. Thorough cleaning takes place in the evening when children are not present. Trinity Christian School has an excellent ventilation system with fans that can continuously bring in fresh air. In order to ensure the best air quality iWave systems have been installed which use positive and negative ion

technology to kill bacteria and viruses. All air filters were replaced and the ventilation system received a thorough inspection by a licensed HVAC contractor in August 2020.

If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, we will consider using alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).

25. Trinity Christian School has upgraded the building's ventilation system in all classrooms and office spaces by having iWave systems that use positive and negative ion technology to kill bacteria and viruses installed. Air filters have been upgraded to ensure the highest efficiency possible.

26. The facility remained open during the school shutdown. Even though students were not on campus there was use by church staff, school staff to facilitate distance learning, custodial staff and groundskeepers. Drinking fountains will not be used due to the difficulty children have using them properly. Students will bring a refillable water bottle from home to drink from throughout the day.

## 6. Implementing Distancing Inside and Outside the Classroom

Trinity Christian School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

27. During arrival and departure:

- a. Trinity Christian School does not use buses to transport students
- b. Students will be dropped off in the morning using a drive-thru process with parents remaining in their cars. With the exception of students who need to be signed into class by law (California Care Licensing) or younger students who need to be walked to their classroom, adults will stay in their cars to avoid congregating on campus. We will discourage adults coming on campus with the exception of those doing essential business. Adults coming on campus will be required to observe physical distancing protocols. Students will walk on the route designated for their cohort to their classroom.
- c. Adults will be discouraged from coming on campus in general. Only staff members will be allowed into classrooms. Directional signs throughout the campus will designate walking routes. Adults on campus doing essential business will be required to wear a face covering and come immediately to the front office for a health screening asking about signs and symptoms of COVID-19. Their temperature will be taken and recorded. If they do not pass the health screening or have a temperature of over 100 degrees they will immediately leave campus.
- d. At the end of the school day pick-up students will be released by family last name with staggered times in order to dismiss in smaller groups providing physical distancing (2:30 pm and 2:45 pm) Staff and students walking to the pick-up area will walk on designated routes to avoid close contact with other cohorts and adhere to physical distancing. Adequate staff at the pick-up time will ensure physical distancing is adhered to as students are waiting. This pick-up procedure will detour parents from coming on to the campus after school. We will discourage adults on campus with the exception of those doing essential business.
- e. Trinity Christian offers before and after school childcare which facilitates staggered start and end times on campus.
- f. Trinity Christian School has multiple entrance and exit points which allows for several walking routes to class to promote physical distancing which will be marked with arrows on the ground or wall. Students will walk straight to their classroom to avoid lines that promote close contact.
- g. When students are dropped off in the drive-thru temperatures will be taken before entering the campus. Students and parents who need to walk onto campus will have their temperature taken at the entrance point to the campus. Students and adults will sanitize their hands upon entrance to the campus. Students will walk to their classroom using a designated route.
- h. Our extended care program takes place all outdoors and students will stay in small groups.
- i. Recess, snack and lunch breaks all take place outside on a staggered schedule with students in small cohorts. Students will be dismissed individually to go to recess and lunch in order to avoid waiting in lines. The facility does not have any indoor hallways. All classrooms are accessed from outdoors.
- j. Trinity Christian School has ample outdoor space on a 5 acre campus with four separate playground areas, two sets of bleachers, and two large shaded grass areas that can be used for outdoor education.

28. In-classroom spaces:

- a. To reduce possibilities for infection, students will remain in the same space and in a small stable class cohort. This includes recess and lunch times. Each cohort will stay together for all activities.

K-5<sup>th</sup> grades are in self-contained classrooms. Each classroom has a lead teacher and an assistant teacher. Specialty teachers (Spanish and Music) will rotate in to the grade levels for teaching. The computer lab will be used by half the class at a time in order to allow for more physical distancing. Computers will be disinfected after each class.

6<sup>th</sup>-8<sup>th</sup> grade students will stay in the same classroom and teachers will rotate to each class for Science, History, English and Math.

b. Trinity Christian School has ample outdoor space on a 5 acre campus with three four separate playground areas, two sets of bleachers, and two large shaded grass areas that can be used for outdoor education.

c. Trinity Christian School will minimize movement of students and teachers or staff as much as practicable. Each classroom teacher and assistant teacher will stay with their class cohort throughout the school day.

d. Classroom space will be maximized with all extra furniture in classrooms removed. Teacher and other staff desks will be at least 6 feet away from student desks. Student desks will be arranged to leave as much space as possible between students with desks facing forward to avoid face-to-face contact. Each student will have a privacy partition for their desk.

e. Classroom teachers will take into consideration activities for smaller groups and will redesign activities for smaller groups. Furniture and play spaces will be rearranged to maintain separation.

f. Staff will develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.

g. Activities where there is increased likelihood for transmission from contaminated exhaled droplets, such as band and choir practice and performances, are not permitted by the California Department of Public Health. Music instruction will focus on percussion and stringed instruments in addition to music theory and appreciation.

h. Activities that involve singing will only take place outdoors.

i. Teachers will implement procedures for turning in assignments to minimize contact.

j. Privacy boards will be used to increase separation between staff and students.

#### 29. In non-classroom spaces:

a. Nonessential visitors, volunteers, and activities involving other groups will be limited.

b. Communal activities will be limited as much as practicable using a staggered schedule. Occupants will be spaced appropriately. Outdoor space will be used as much as practicable.

c. There is ample space on our 5 acre campus to allow for outdoor non-classroom space for instruction. Each classroom has an assigned lead teacher and an assistant teacher which will allow for one teacher to stay in the classroom with a small group and the other teacher to take the other half of the class outdoors. Areas throughout the campus have been identified as outdoor learning space and each teacher will have a designated space for their class.

d. Trinity Christian School does not have any indoor hallways for student or staff movement. Passing times for recess and lunch are staggered to minimize congregate movement.

e. Meals are eaten outdoors and space is designated for each classroom cohort. Students will bring their food from home as meals will not be served. Students will not be allowed to share food or utensils.

f. Four separate playground areas allows for each classroom cohort to have a designated area for recess

g. Only two students will be allowed in our large student restrooms. A sign posted on the door will remind students of this protocol. Tape markings on the ground outside the entrance will give physical distancing space if there is a line to get into the restroom.

h. Our front office has only one employee (office manager). Only one other adult or student will be allowed into the office at a time. Markings on the ground and on the wall will be placed so that physical distancing is adhered to for those waiting.

i. All staff will be trained on the importance of physical distancing with children and adults. Staff meetings will be held virtually or if absolutely necessary held in a large well ventilated auditorium with physical distancing or held outdoors with physical distancing. Only two staff members will be allowed in the workroom and in each of the large restrooms. Signs will be posted on the door of the workroom and on the doors to the restrooms reminding staff of this important protocol. Tape markings on the ground and on the wall will remind staff to stay physically distanced and avoid close contact if they are waiting to enter these rooms.

#### 30. For sports and extracurricular activities: [\(Updated August 3, 2020\)](#)

a. Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time by the California Department of Health. For example, tournaments, events, or competitions, regardless of whether teams are from the same school or from different schools, counties, or states are not permitted at this time.

b. Youth sports and physical education are permitted only when the following can be maintained: (1) physical distancing of at least six feet; and (2) a stable cohort, such as a class, that limits the risks of transmission (see *CDC Guidance on Schools and Cohorting*). Activities should take place outside to the maximum extent practicable.

Physical Education will take place outside where there is ample space for physical distancing. All equipment will be sanitized between use.

## 7. Limit Sharing

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

31. Each child's belongings will be kept separate stored in individually labeled storage containers, cubbies, or areas. Ensure belongings are taken home each day to be cleaned.

a. If students bring personal items from home they will take them home each day to be sanitized.

b. Sharing of materials will be limited and sanitized between use. Teachers will have extra school supplies in case a student misplaces an item they can get a replacement from the teacher.

c. Each student will have a supply box to be kept in their desk or cubby for individual use.

d. There are individual backpack/lunch box hooks outside each classroom and each student has a designated hook.

e. All students in grades 1<sup>st</sup>-5<sup>th</sup> have an individual desk. Students in kindergarten and middle school have designated individual storage cubbies.

32. Trinity Christian School will ensure there are adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.). If supplies and equipment are shared it will be limited to one group of children at a time with cleaning and disinfecting between uses.

33. Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. Where sharing occurs, clean and disinfect between uses.

a. Students in grades 6<sup>th</sup>-8<sup>th</sup> have an individual Chromebook that will not be shared. Students in grades K-5<sup>th</sup> will use the computer lab in small groups to allow proper spacing. The computer teacher will be responsible to disinfect computer equipment between uses.

b. Students have individual desks and storage cubbies for their own books and materials.

c. Sharing of games, art supplies, toys, playground equipment and learning aids will be limited as much as practicable. When sharing occurs teachers will be provided with safe and appropriate cleaning/disinfecting solutions and wipes.

## 8. Train All Staff and Educate Families

Trinity Christian School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

34. Trinity Christian School will train all staff during our professional development weeks of August 24<sup>th</sup>-September 4<sup>th</sup>, 2020. in the following safety actions using virtual meetings or in a space large enough for physical distancing. Outdoor space will be maximized as weather permits .

a. Enhanced sanitation practices

b. Physical distancing guidelines and their importance

c. [Proper use, removal, and washing of face coverings](#)

d. Screening practices

e. How COVID-19 is spread

f. COVID-19 specific [symptom](#) identification

g. Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.

h. For workers, COVID-19 specific [symptom](#) identification and when to seek medical attention

i. The employer's plan and procedures to follow when children or adults become sick at school.

j. The employer's plan and procedures to protect workers from COVID-19 illness.

35. Trinity Christian School will conduct training and education safely.

a. Trinity Christian School will conduct training during the two weeks before the start of school

August 24<sup>th</sup> – September 4<sup>th</sup>, 2020. Training will include: all parts of our reopening plan with time for Q&A; healthy hygiene practices for students and staff; physical distancing guidelines; proper use, removal and washing of face coverings; specific symptoms of COVID-19 including the importance of not coming to work if they have symptoms or live with someone who has been diagnosed with COVID-19; CPR/First Aide; COVID-19 Infection Prevention in Child Care Programs published by CAL/OSHA; cleaning, disinfection and sanitizing procedures required throughout the school day; distance learning protocols and expectations; how to explain our reopening plan students including best practices for keeping everyone healthy on campus.

b. Parents will be informed about the reopening plan via email and the school website. Educational materials will be supplied to parents that adhere to the linguistic needs of the community in the following areas:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- [Proper use, removal, and washing of face coverings](#)
- Screening practices
- How COVID-19 is spread
- COVID-19 specific [symptom](#) identification
- Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
- For workers, COVID-19 specific [symptom](#) identification and when to seek medical attention
- The employer's plan and procedures to follow when children or adults become sick at school.
- The employer's plan and procedures to protect workers from COVID-19 illness

## 9. Check for Signs and Symptoms

Trinity Christian School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

36. Trinity Christian School will prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.

- The names of students and staff member's names who have contracted COVID-19 will not be released or shared with school families.
- Trinity Christian School has a culture and care and respect which will be emphasized.

37. Trinity Christian School will actively encourage staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home.

- Staff and students who stay home will be able to do so without fear of reprisal.
- Staff will be informed of issues related to Family First Corona Virus Response Act (FFCRA) FFCRA posters will be distributed to staff and placed on the wall in the workroom.
- Students who have been diagnosed with COVID-19 or in close contact with a person diagnosed with COVID-19 will be expected to stay home in quarantine and use our Distance Learning option. These students will not be marked absent.
- All student absences due to COVID-19 will be marked as excused for report card purposes

38. Trinity Christian School will implement screening and other procedures for all staff and students entering the facility.

- Trinity Christian School hereby states and implements a strict exclusion policy for symptomatic students and employees.
- Daily symptom monitoring of all staff will include a health survey completed online before arrival at school. Staff members who do not pass the health screening will not be allowed on campus. Before entering the campus staff members will have their temperature checked by a designated staff member who will record their temperature. Staff members who have a temperature of 100 degrees or higher will immediately leave campus. The school will recommend to any who screen with symptoms, fever, or become sick to get a COVID-19 test with their healthcare provider or at a community testing site.
- Employees who become ill during the school day will immediately leave campus.

<ul style="list-style-type: none"> <li>- Students who become ill during the school day will be sent to our Health Center where they will be monitored</li> <li>- Parents will be called to immediately pick-up their student.</li> </ul>
<p>39. Parents and caregivers are ultimately responsible for the screening of children, daily at home prior to entering campus. A checklist will be provided for them to do daily screening before arriving to school. Trinity Christian School staff will conduct a visual wellness check of each student entering campus in addition to taking each student's temperatures with a no touch thermometer before entering the school grounds. Students who have a temperature over 100 degrees will not be allowed on campus (per San Diego County Public Health Order). The school will recommend to any who screen with symptoms, fever, or become sick to get a COVID-19 test with their healthcare provider or at a community testing site.</p>
<p>40. All staff and students will be asked daily through the online health screening if they or anyone in their home is exhibiting <a href="#">COVID-19 symptoms</a>.</p>
<p>41. Trinity Christian School will make available and encourage use of hand-washing stations and hand sanitizer. The school has installed hands free dispensers for soap, paper towels and hand sanitizer. Hand sanitizer will be available at all entrances to the campus, in the school office, in the workroom and in all classrooms. With a large facility and sinks in 7 of our 9 classrooms there is ample opportunity for frequent hand washing. The two classrooms that do not have a sink are located in close proximity to a restroom. There is a large washing station near the lunch tables to allow students to wash before and after eating.</p>
<p>42. Trinity Christian School's COVID-19 Liaison, Jimmie Drummond, will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found <a href="#">here</a>. As noted in Section 11 below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.</p>
<p>43. If a student is exhibiting symptoms of COVID-19, Trinity Christian School staff will communicate with the parent/caregiver and refer to the student's health history form and emergency information. The student will be isolated from other students in the Health Center to wait for parents to pick-up.</p>
<p>44. Staff and students will be monitored throughout the day for signs of illness and will be sent home if they have a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other <a href="#">COVID-19 symptoms</a>. The school will recommend to any who screen with symptoms, fever, or become sick to get a COVID-19 test with their healthcare provider or at a community testing site.</p>
<p>45. Students and families will not be penalized for missing class.</p> <ul style="list-style-type: none"> <li>-Students who have recently had close contact with a person diagnosed with COVID-19 or are diagnosed with COVID-19 will be required to stay home. All COVID-19 absences will be considered excused.</li> </ul>

## 10. Plan for When a Staff Member, Child or Visitor Becomes Sick

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

<p>46. Trinity Christian has constructed a Health Center in order to have an isolated space for a student to wait for their parent to pick them up if they show symptoms of illness. This area is well ventilated and allows for the student to be observed without exposing other students or staff members to illness. There are two separate spaces in the Health Center if needed. There is also a third room next to the Health Center which could be utilized as well.</p> <p>Our Health Center will include the following:</p> <ul style="list-style-type: none"> <li>- Medical supplies (masks, gloves, cot/mat for resting, gloves, bottled water, phone, trash receptacle)</li> <li>- A sign will be posted when the room is in use</li> <li>- Disinfecting protocol will be posted and the room will be thoroughly disinfected after each use</li> <li>- A glass window from the main office to the Health Center allows for safe supervision of any student in the Health Center</li> </ul>
<p>47. Any students or staff exhibiting symptoms will immediately be required to wear a face covering and be required to wait in the Health Center until they can be transported home or to a healthcare facility, as soon as practicable.</p> <p>1. If a student or staff member exhibits COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty</p>

breathing) based on symptom screening per COVID-19 Industry Guidance for Schools they will be sent home and it will be recommended that they get tested. Students or staff may not return to school until test results are known. (If tested positive, see #3, if negative, see #4) School/classroom remain open.

2. When there is a confirmed case of COVID-19 of a student or staff member anyone who has been in close contact (less than 6 feet of distance for more than 15 minutes) will be asked to Quarantine for 14 days from last exposure. Testing will be recommended (but will not shorten 14- day quarantine) The school/classroom will remain open. School will work in conjunction with the local health department as requested.

3. If a student or staff member is confirmed to have a COVID-19 case infection the school will notify the local public health department, isolate the case and exclude them from school for 10 days from onset or test date. Students that are identified as contacts will be quarantined. Excluded exposed contacts (likely entire cohort. will pivot to distance learning for 14 days after the last date the case was present at school while infectious. It is recommended that there is testing of contacts and prioritize symptomatic contacts (but it will not shorten 14- day quarantines) Disinfection and cleaning of the classroom and primary spaces where case spent significant time will occur as soon as possible. The school will remain open. The school community notification of a known case will be sent out to constituents.

4. If a test is negative after displaying symptoms the student may return to school 3 days after symptoms are resolved. The school /classroom will remain open.

5. A student or staff member who has symptoms of COVID-19 will be advised not to return to campus until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

48. Trinity Christian School has established procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

Fever

Cough

Shortness of breath or difficulty breathing

Chills

Repeated shaking with chills

Fatigue

Muscle pain

Headache

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

New loss of taste or smell

The procedures are as follows: call/text/email parent or guardian; call emergency contacts if parent/guardian does not respond; 9-1-1 will be called in an emergency if a student or employee needs immediate transport to a healthcare facility.

49. For serious injury or illness, Trinity Christian School will call 9-1-1 without delay. The staff will seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#)

50. Our COVID-19 liaison, Jimmie Drummond, will notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be found [here](#). Trinity Christian School has policies and procedures for communicating with parents and staff regarding communicable diseases which includes a letter sent home to parents and given to appropriate staff who may have been exposed. This alerts parents and staff to the symptoms of a specific illness and a possible exposure that adheres to the policy requirements of FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act). The designated Trinity Christian School COVID-19 Response Team will be responsible for communicating to our school families and staff of a possible exposure to a specific class. Any follow-up needed will be done with consultation and in conjunction with the San Diego County Department of Health following their protocols and recommendations.

51. Areas used by any individual suspected of being infected with the virus that causes COVID-19 will be closed off

<p>and not used before cleaning and disinfection. To reduce risk of exposure, we will wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, we will wait as long as practicable. We will ensure a <a href="#">safe and correct application</a> of disinfectants using personal protective equipment and ventilation recommended for cleaning. All disinfectant products will be kept away from students.</p>
<p>52. Sick staff members and students will be advised not to return until they have met CDC criteria to discontinue <a href="#">home isolation</a>, including at least three days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.</p>
<p>53. Trinity Christian School will ensure that students have access to instruction when out of class, as required by federal and state law.</p>
<p>54. Trinity Christian School is offering a Distance Learning option to all students regardless of student or family risk factors. We acknowledge unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as “at-risk” by the parents or guardian, are students whose circumstances merit offering distance learning.</p>
<p>55. Trinity Christian School will implement the necessary processes and protocols when a school has an outbreak, in accordance with <a href="#">CDPH guidelines</a> and in adherence to the local public health department requirements.</p>
<p>56. Trinity Christian School COVID-19 liaison, Jimmie Drummond, will investigate any COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.</p>
<p>57. When a work related factor contributed to a COVID-19 infection protocols will be updated to prevent further cases. See the CDPH guidelines, <a href="#">Responding to COVID-19 in the Workplace</a>, which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.</p>

## 11. Maintain Healthy Operations

Trinity Christian School’s plan to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs” follows each of those described below.

<p>58. Trinity Christian School’s plan will:</p> <ol style="list-style-type: none"> <li>a. Monitor staff absenteeism and have a roster of trained back-up staff where available.</li> <li>b. Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.</li> <li>c. The COVID-19 designated liaisons are Jimmie Drummond and Sharon Axe who are responsible for responding to COVID-19 concerns. Workers will be informed of the liaisons who can be contacted at <a href="mailto:principal@trinitycs.org">principal@trinitycs.org</a> or (619)462-6440. The liaisons will be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.</li> <li>d. Trinity Christian School will use our school information management system (FACTS/RenWeb) in order to maintain communication that allows staff and families to self- report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found <a href="#">here</a>.</li> <li>e. Following the guidelines in the “Tool For Submitting Your County of San Diego Elementary School Waiver” Trinity Christian School will consult with and follow any guidance given by the local health department if routine testing is being considered. The Trinity Christian School COVID-19 liaison to the public health department, Jimmie Drummond, will be responsible for initiating consultation with the public health department and following any guidance received. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear. Trinity Christian School will direct staff and students to their personal physician or local community testing site.</li> <li>f. There is not a program in place to allow systematic testing at this time. Trinity Christian School will refer staff and students with symptoms of COVID-19 to get a test through their health care provider or community testing site. Asymptomatic students and staff will be encouraged to receive regular COVID-19 tests once local testing capacity allows.</li> <li>g. Trinity Christian School will support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing a Distance Learning option.</li> </ol>
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## 12. Considerations for Reopening and Partial or Total Closures

Trinity Christian School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

59. Trinity Christian School's COVID-19 liaisons, Jimmie Drummond and Sharon Axe will check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.

60. When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at Trinity Christian School the liaison will refer to the [CDPH Framework for K-12 Schools](#), and implement the following steps:

- a. In consultation with the local public health department, the Co-Principals Jimmie Drummond and Sharon Axe may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- b. The classroom or office where the patient was based will be closed off and these areas will not be used until after cleaning and disinfection. We will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, we wait as long as possible.
- c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
- e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See [additional information on government programs supporting sick leave and worker's compensation for COVID-19](#), including worker's sick leave rights under [the Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the [Governor's Executive Order N-62-20](#), while that Order is in effect.
- f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- g. Students affected will pivot to our Distance Learning option.
- h. Regular communications with the local public health department will be maintained

**The following signatures attests that the information provided above is true and correct.**

Signatures: *Jimmie Drummond Sharon Axe*

Date: August 18, 2020

Name: Jimmie Drummond and Sharon Axe

Co-Principals