



Trinity High School Covid Guidelines

Trinity High School's first priority is the health, safety and emotional well-being of our students, families and staff. We plan to open in the fall with our students in the classrooms operating on a full schedule everyday, but we realize that some families may have reservations with this plan. Students may opt to learn remotely, but must commit to an entire grading period and have a plan approved by guidance.

The framework is designed to help Trinity keep our employees, students, families and the broader community safe and reduce the impact of the COVID-19 outbreak may have on the school. It is based on what is currently known about best practices to prevent the spread of the disease. The framework will be reviewed as the conditions warrant, and any changes will be communicated to the community via email. This framework addresses our Covid Guidelines.

1. The prevention, as best as possible, of COVID-19 and other viruses from entering the building;
2. Safety protocols during and after school hours;
3. Best practices for cleaning;
4. Training of staff and staying current with public health information; and
5. Responding to individual situations safely.

Trinity High School created a health advisory committee to help lead development of its Covid Guidelines. Below is a list of Trinity's health advisory committee.

Scott Evans - Physician Assistant

Brook-Lynne Marcotte - School Health Officer and Trainer

Don Mullen - Trinity Dean of College and Academic Planning

Theresa Risdal - Trinity Assistant Principal

Steve Gadecki - Trinity Principal

Employees and students must stay home and not report to school if they are sick or not feeling well. They must notify Lisa Twitchell at 668-2910 ext 211 or ltwitchell@trinity-hs.org. In addition, if employees or students have any of the following symptoms, which could be possible COVID-19 symptoms, they must stay home and notify either Ms. Marcotte (668-2910 ext 219 or bmarcotte@trinity-hs.org) or Ms. Risdal (668-2910 ext 218 or trisdal@trinity-hs.org)

- Have a fever or feel feverish, including chills or shaking
- Experiencing any new muscle aches or pains, headache, nausea, severe fatigue with apparent cause or diarrhea



- Changes in sense of taste or smell
- Temperature above 100 degrees
- Sudden onset of respiratory symptoms such as cough or shortness of breath (unless known medical conditions such as COPD or CHF)
 - If they suffer annually from allergies (e.g. sneezing, red eyes, runny nose & cough), the parents should discuss these symptoms with Ms. Marcotte. They may be asked to get documentation from a medical professional. This will be kept on file in our health office.
 - If an employee or student gets sick or is not feeling well at school, they must notify Ms. Marcotte or Ms. Risdal.
 - If they are not able to leave the building immediately due to their condition or lack of transportation, they will be directed to the designated isolation area.

Process for Employees or Students Not Allowed in the Building

If an employee or student is not allowed in the building, Ms. Marcotte or Ms. Risdal will contact the employee or parents for further discussion. If based on the screening and discussion, the individual is not allowed to return to the building, options will be discussed with the employee or the parents, and any recommended actions will be documented. These actions may include but are not limited to the following:

- Quarantining at home for up to fourteen days
- Seeing a doctor
- Going to the hospital
- Obtaining a COVID-19 test
- Checking back in every two to three days

Vaccinations

- Vaccinations are not required for the employee or student.
- Vaccinations are a personal choice, and students and staff should not be questioned about their vaccination status.

Masks

- Wearing of masks is left to the employee, parent and visitor's discretion. However, if conditions warrant Trinity may mandate the wearing of masks.
- Trinity will consult with the Diocesan Office to determine if a mask mandate should be implemented. Should a mask mandate become necessary, it will be for both vaccinated and unvaccinated individuals.
- Students, employees and visitors must provide their own masks.



Morning

- No admittance into the building until 7:00
- Between 7:00 and 7:30 students should be in the cafeteria
- Faculty must be in their classrooms by 7:30 if they have a first period class.
- If masks become mandated, students should bring their own masks, but if they forget Trinity will provide a mask. No student will be admitted without a mask.
- Students, employees and visitors should “self screen” and stay home if they experience any symptoms listed above.
- If a student arrives late to school, he or she needs to report to the main office to check in.

Visitors and Deliveries

- Guests should be limited; however, any guest needs to check in the main office.
- All guests are expected to follow Trinity guidelines in regards to proper distancing and the wearing of masks.
- Daily deliveries from UPS, FEDEX, the post office, etc., will be delivered to Alumni Hall.
- Deliveries needed to be delivered elsewhere than Alumni Hall need to be supervised by a Trinity staff member or someone appointed by Trinity to supervise. These deliveries, when possible, should be outside of student hours.

Classrooms

- In classrooms, teachers will seat students minimally three feet apart if spacing allows.
- Assigned seating will be mandatory for each classroom.
- There will be hand sanitizers in each classroom as well as a disinfecting spray. Although Trinity will be supplying disinfecting materials and hand sanitizer, students are to bring disinfecting wipes as well as their own sanitizer.
- Group work can be conducted. It is recommended that students still maintain a minimum of three feet between one another if possible.
- Weather permitting, teachers may use outdoor space if feasible. Teachers wanting to use the outdoor space must sign up ahead of time through the assistant principal.
- Labs can and should be conducted. It is preferable if each student could have his/her own instruments.
- Each class will be equipped for remote learning. A student must opt in to remote learn for an entire grading period and have a guidance approved plan on record prior to going remote; however, should the school exclude a student from school for an extended period, the student will be able to access classes remotely for the excluded period.
- The building’s ventilation exhaust system has been cleaned and will ventilate out classroom air. Additionally, each classroom will be equipped with an air purification device using a 17 MERV filter.



Schedule

- Trinity will use a rotating eight period day. First period will begin at 7:55 with the last period dismissing at 2:35.
- Should conditions develop where less hallway traffic and congestion is warranted, Trinity will implement its Block Schedule
 - Block Schedule (ABEC/DGFH)
 - Four ninety minute classes
 - Four twenty-five minute lunches
 - Five minute passing periods
 - Not including lunch only three travel times
- Study Halls
 - Students will maintain a minimum of three feet when possible.
 - Students should not be released from study without a note from their destination's staff member - this note can be an email from the staff member.
 - If a study hall is the first period, if practical students are encouraged to arrive just prior to second period.
 - If a study hall is last period, students are encouraged to leave at the beginning of the period.
 - If a student has last lunch followed by two study periods, the student is encouraged to leave at the beginning of the lunch period.
 - Students arriving late or leaving early need to have their parents sign an acknowledgement form at the beginning of the year indicating approval and awareness. This is necessary even for the student riding with his/her parent

General Building

- Hand sanitizers at the ends of each flight of stairs
- Hand sanitizers at each water fountain
- Touchless water fountains to refill water bottles
- Hand sanitizers at each bathroom exit
- Students will be assigned lockers based on their grade. Students are not allowed to share lockers.

Lunch

- Students should maintain three feet distance.
- Outdoor seating will be available weather permitting.
- No buffet offerings - cafeteria staff will follow CDC safety protocols
- All students and staff are encouraged to use the payment system to limit cash transactions



Meeting with Students

- Teachers will need to determine location depending on availability
- When practical, students and teachers should maintain three feet distance
- If sharing materials, hand sanitizer should be used as needed and the shared materials disinfected after each session
- If parents are involved determine if a virtual meeting would accomplish the same goal. If not appropriate distancing or masks will need to be needed for in person meetings

Covid infected students or staff

- If a student or staff member is at school and demonstrates symptoms, that individual will be isolated in a dedicated room until he/she can leave the premises.
- If a student or staff member has symptoms, the individual will not be able to return to school until they have been tested. If results are positive the individual may not return for fourteen days and are symptom free for three consecutive days.
- If an individual is in close contact (At least 10 minutes and within 3 feet) of a Covid positive person, the individual is restricted from school for 10 days. Individuals may return prior to the 10 days provided they test negative on a test administered 48 hours after contact.
- Individuals who may have been exposed (but not close contact) by an infected person will be instructed to self monitor and stay home if they exhibit any symptoms.
- Students restricted from campus for an extended period (10 days or more) may access their classes remotely. Teachers are to work with the student and if necessary guidance to set up appropriate expectations for completion of work.
- Teachers restricted from campus are encouraged to teach their classes remotely from home health permitting. Short term coverage will be provided with typical subs. If long term coverage is necessary - Trinity will try to secure proper long term instruction via a sub.
- No “sick days” will be lost due to Covid related issues.

Athletics

- Will follow guidelines set forth by NHIAA, other appropriate agencies and opposing teams
- If the NHIAA cancels sports, Trinity will work within the state guidelines as well as the diocese to determine if there are alternatives.
- No one will be allowed to store items in the locker rooms.
- The locker room will be disinfected daily.

Chorus and Band

- Band and chorus will be conducted in the gym.
- Any “performances” will be determined on individual basis



Campus Ministry

- Amount of students in the center at one time will be limited - if space is a hindrance for some activities relocating the activity should be considered
- The use of gaming equipment will be by sign up only
- Any activities need administrative approval. Service opportunities need to be in accordance with best safety practices for our students.
- Liturgies will be celebrated by Fr. David. Trinity will gather as a school on appropriate occasions in the gym to celebrate Mass as one community. When there is a smaller gathering, Mass will be in the chapel.

Contact Person

- Brook-Lynne Marcotte, Trinity's health officer, is Trinity's primary COVID contact.
- Theresa Risdal, Trinity's assistant principal, is Trinity's secondary COVID contact should Brook-Lynne not be available

Transportation

- Trinity provides limited transportation via its minibus. All occupants will be required to wear a mask while on the bus, and there will be only one student per seat. Windows should be open to allow for maximum ventilation.
- Should bus transportation require full size school buses, we will evaluate our needs and availability of buses. If possible, only one individual will be seated per seat and masks must be worn at all times. Windows should be open to allow for ventilation.
- Parents may be asked to provide individual transportation to school events.

Communication Plan

- Written correspondence through email and social media
- Instruction in classrooms for students
- Remote meetings offered to students and parents

Remote Learning

- Trinity is committed to maintaining classroom instruction. If circumstances occur that Trinity needs to implement remote learning, teachers will implement fully Google Classroom and Zoom tools to provide instruction.