



2020-2021 COVID-19 Policies, Protocols, and Procedures

The purpose of the guidelines listed in this manual are to equip teachers, staff, students, and parents with the necessary policies, protocols, and procedures to help maintain minimal exposure of COVID-19 in an academic environment. Due to the unpredictable nature of COVID-19, policies, protocols and procedures listed in this manual are subject to change upon the recommendation of the CDC and/or the Trinity Classical Academy administration.

The procedures listed below are to help prevent the spread of COVID-19. It is very important that teachers, staff, parents, students, and other family members be mindful and respectful to our fellow families when it comes to following these procedures.

Morning procedures

1) Arrival in car line 7:40 to 7:55

All students must remain in their vehicles until a staff member arrives at your car and will go through the following before permitting students to exit their vehicles:

- Temperature check
- Parents will be asked if their child has experienced the following in the last 24 hours:
 - fever
 - headache
 - cough
 - body aches
 - sore throat
 - Have you or a family member been exposed to the virus?

- If your child has experienced any of the above symptoms, they will not be permitted to exit the car or return to school until symptoms have completely resolved and approval has been given by the administration.

- If he/she has been approved to exit the car, they must put on their mask prior to exiting. If your child does not have a mask, they may not exit the car.

2) Once your child exits the car:

Masks are required in ALL buildings until students enter the classroom.

TCA will provide each student with a lanyard to wear around their neck and clip the mask to when they are not using it to cover their mouth and nose. This is to prevent masks from being lost, falling on the floor, etc. Please refer to and review with your child the proper way to wear and remove their mask safely. These guidelines can be found on the CDC website along with proper ways to sanitizer and wash mask.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Lower school students may enter the building and proceed directly to their class to start morning procedures which consist of:

- Hanging their bookbag on their personal hook, which is in the hall.
- They will then take out any books, binders, water bottles, lunch boxes, etc. and take them to their classroom. Once they have finished unloading their bookbags and have returned to the classroom, they may take off their mask and use hand sanitizer. Once their mask has been removed, they may not leave the classroom. The lanyard should remain on the child with the mask clipped to it so they can easily remove it and put it back on throughout the day.

Upper school students may head over to the courtyard. Masks are required to be worn during courtyard. Students should also distance themselves from peers while socializing. Once students enter the classroom, use hand sanitizer, and are seated at their desk, they may take their mask off.

School Day protocol

Rules are subject to change by the administration at any time.

- Lower and Upper school students are not required to wear masks during class instruction unless requested by the teacher due to the nature of a particular lesson or activity.
- Students will properly wash their hands with soap and water and use hand sanitizer multiple times a day.

- Students are required to wear masks when they travel outside of the classroom. For example;
 - Restroom breaks
 - Walking in the hallways
 - When traveling to other buildings
 - When going to recess or PE
 - Dismissal

Teachers and staff

Morning procedures will be similar to students.

- temperature checks
- COVID-19 screening questions.

Protective wear

All teachers and staff will be wearing clear shields throughout the day. Shields will not only protect teachers, staff, and students but it will also aid in teaching by allowing students to see their teachers face during instruction. Teachers will also wash their hands and/or use hand sanitizer multiples times during the day.

TCA COVID-19 policies and CDC guidelines

Keeping our TCA teachers, staff and families safe

We are asking all teachers, staff, and families to be on the lookout for any potential symptoms of COVID-19 in their households.

- Symptoms include (SC DHEC)
 - fever
 - chills
 - shaking with chills
 - cough
 - sore throat
 - difficulty breathing/shortness of breath
 - loss of taste or smell
 - muscle pain or soreness
 - possible diaherra

All teachers, staff members, and students should stay home if they are experiencing one or more of these symptoms and consult with their health care provider.

According to the CDC, travel increases your chances of getting and spreading COVID-19. Staying home is the best way to protect yourself and others from COVID-19.

- If you are planning to travel to a hot spot area during this coming school year, you will be asked to quarantine for 14 days before returning to the school.

<https://www.cdc.gov/covid-data-tracker/index.html#cases>

For more information pertaining to symptoms and CDC guidelines on the proper steps to take when sick, please click the link below or copy and paste in your browser.

Students who are sent home due to illness

- If a student begins to feel ill at school, he or she will have their temperature taken immediately. If the student has a fever or any other symptoms related to COVID-19, we will quarantine that student into a sick room and call a parent to pick up the child. An administrator will stay in the room with the student and both the student and administrator will wear a mask. The classroom that the child was in will be sanitized immediately.

- If your child is sent home sick from school for any reason, you must receive approval from the administration in order for them to return.
 - This may require a doctor's note authorizing the student to return to school along with proof of a negative COVID test. .

Students, teachers, and staff, who have been exposed to someone who has tested positive for COVID-19.

Students, teachers, and staff who have been exposed to someone with the virus must notify the school office immediately and begin quarantine. Students and staff must quarantine at home for 14 days before returning to school, regardless of whether they exhibit symptoms of the virus or not. A representative of the SCDHEC will contact you with testing and quarantine instructions.

Students, teachers, and staff who test positive for COVID-19

Students, teachers, and staff who test positive for the virus must be quarantined for a minimum of 10 days and may return with a doctor's note after day 10 provided the patient is fever and symptom free for 24 hours.

For more information pertaining to the CDC guidelines on positive testing and quarantine, please see link below.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

****It is extremely important that you notify the administration immediately if you, your child, or any family member has either been exposed to or has the virus.**

If you would like more information on how to plan for a safe return to school for your child, please checkout the link below.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/parent-checklist.html>

Quarantine make-up school work policies

If your student is required to be quarantined because of exposure to COVID-19 but are not experiencing any symptoms, it will be expected of them to check Google Classroom throughout the day and check in with their teachers via email, Remind, or Google Classroom to complete their assignments each day. If a student contracts the virus and becomes ill, teachers will have the discretion to provide ample time to complete any necessary work and may allow the student to disregard some assignments.

Transitioning to virtual learning if virus is present

A single case of COVID-19 in the school would not likely warrant closing the entire school, especially if the levels of community transmission are not high. In the likelihood that a student and/or teacher contracts the virus, only the students in that particular class will have to quarantine due to possible exposure. As stated by the CDC, students who have been exposed must quarantine for 14 days. During this time, all quarantined students will transition to virtual learning. Virtual learning will be conducted on the same time schedule as in-person classes. All students are expected to attend virtual classes, participate in academic discussions, complete all work, study, and adhere to the policies of Trinity Classical Academy.

Students receiving face to face learning is our number one priority! In order to maintain this type of learning environment we must all do our part. Following the CDC guidelines on how to protect yourself and your family from COVID-19 should be taken seriously. ***Anyone who is not forthright in notifying the administration of possible exposure or contraction of the virus, will be dealt with by the administration and could result in expulsion.***



By signing below, I agree that I have read the Trinity Classical Academy COVID-19 manual in its entirety and will abide by the policies and procedures set forth. I understand that my child/children, as well as the entire student body of TCA may be required to convert to remote learning in the event of exposure to COVID-19 and/or positive cases within the school. I understand there will not be adjustments to my tuition agreement under these circumstances. Furthermore, I release Trinity Classical Academy, its teachers, faculty, and staff from any liability related to COVID-19.

Student name/names: _____

Parent name: _____ **Date:** _____

Signature: _____