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SCHOOL

*INSPIRING HEARTS, ENGAGING MINDS*

HOLY TRINITY EPISCOPAL SCHOOL'S  
GUIDE FOR MANAGING COVID-19

2020 - 2021

[www.hteshouston.org](http://www.hteshouston.org)

Created June 2020

## ABOUT THIS GUIDE

The policies in this guide are to be considered as guidelines. Holy Trinity Episcopal School, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this guide at any time without prior notice. Any such action shall apply to existing as well as future employees. No one other than the Head of School, or, by resolution, the Board of Directors may alter or modify the policies in this guide.

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## **Introduction**

As Holy Trinity Episcopal School opens for the 2020-2021 school season, we offer the following protocols and considerations to help protect students, teachers, administrators, and staff and slow the spread of COVID-19. This guide is created in alignment with suggested best practices as suggested by the Center for Disease Control (CDC), state/federal health and government officials, and the Episcopal Diocese of Texas. These protocols and considerations are meant to supplement—not replace—any state or local safety laws, rules, and regulations with which the school must comply.

## **Guiding Principles**

- The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread.
- Holy Trinity offers intentionally small, in-person classes, activities, and events.
- Class sizes are limited to no more than 8-10 students in a room.
- As much as possible, groups of students stay together and with the same teacher throughout/across school days and groups do not mix.
- When possible, students remain at least 6 feet apart and do not share objects.
- COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze.
- It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth.
- Personal prevention practices (such as handwashing, staying home when sick) and environmental cleaning and disinfection are scheduled and practiced daily.

## **Symptoms of COVID-19**

People with COVID-19 may have a wide range of symptoms. These symptoms may appear 2-14 days after exposure to the virus. From the CDC:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches

- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. As more is learned, the CDC will update the list of symptoms.

## **Promoting Behaviors that Reduce the Spread of COVID-19**

HTES is implementing several strategies to encourage behaviors that reduce the spread of COVID-19. These strategies help us minimize the potential of spread in our school and in our community.

### **Staying Home from Campus**

Employees and students who are sick or who have recently had close contact with a person with COVID-19 need to stay home. Showing symptoms of or having been tested positive for COVID-19 requires the student or staff member to stay home.

Personal days/paid time off days will not be counted for staff members who stay home due to exposure to COVID-19 or due to displaying symptoms of COVID-19. Staff members who are required to stay home based on our guidelines will not have personal/PTO days counted against them.

HTES does not reward perfect attendance. Students who are absent will be afforded time to catch up in classes and/or be offered opportunities to continue learning virtually (in case of an extended absence).

### **Returning to Campus**

Individuals who had COVID-19 and had symptoms can return to HTES after:

- 3 days with no fever **and**
- Symptoms improved **and**
- 10 days since symptoms first appeared

Individuals who tested positive for COVID-19 but had no symptoms can return to HTES after 10 days have passed since their test.

Individuals who have been in close contact with someone with COVID-19 should stay home for 14 days **after exposure**.

### **Proper Hand Hygiene and Respiratory Etiquette**

HTES asks families to partner with us to teach and reinforce hand washing with soap and water for at least 20 seconds. We will teach proper hand washing to all students and will monitor hand washing during the day to ensure the proper technique is being used. In addition, multiple hand sanitizer stations are set up around campus. Students and staff are encouraged to use these stations as much as needed.

HTES will also teach proper etiquette for covering coughs and sneezes. This includes the use of tissues, which will be available at each student desk/table. If a tissue is not available, we will use our elbow.

Upon using a tissue or elbow, students and staff will immediately wash hands or use hand sanitizer.

Hand washing will also take place throughout the day during scheduled times, especially:

- Before, during, and after preparing food.
- Before eating food.
- Before and after caring for someone at home who is sick with vomiting or diarrhea.
- Before and after treating a cut or wound.
- After using the toilet.
- After blowing your nose, coughing, or sneezing.
- After touching garbage.

### **Cloth Face Coverings**

Face coverings will be worn by visitors, staff, and students as feasible, and are most essential in times when physical distancing is difficult. Cloth face coverings are meant to protect other people in case of asymptomatic wearers who are unknowingly infected. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

Families are asked to provide cloth face covers for their children with the name of the child clearly marked on the mask. An extra cloth face covering should be sent to school in a closed and named ziplock type bag in case an extra is needed. A clean mask is to be worn each day.

Sharing masks is prohibited. Face coverings found on campus that are not identifiable will be thrown away. Students and staff are to avoid touching another person's face covering unless an emergency prompts such action. If someone comes into contact with another person's covering, hand washing and/or sanitizing must be done immediately after touching the covering.

During the school operations (i.e. the school day, Titan Academy, etc.), face coverings are generally required under the following conditions:

- Indoors and in a group setting (regardless of size of group).
- Indoors when social distancing is compromised.
- Outside and part of a group.
- Outside with compromised social distancing.

Face coverings will not be required for:

- Children younger than 3 years old.
- Individuals who have trouble breathing or are unconscious.
- People who are incapacitated or unable to remove the face covering without assistance.
- People engaged in physical activities/exercise and are maintaining social distancing.
- Being outdoors and practicing social distancing.
- During times when individuals are eating and/or drinking.
- Indoors or outside and not part of a group (regardless of size).

### **Supplies for Hygiene, Cleaning, and Disinfecting**

The school will provide adequate supplies, including soap, hand sanitizer, paper towels, tissues, and disinfectant wipes. Based on usage, the school may ask families to help us out by supplying extra supplies for their child. However, we will work to avoid this scenario as much as possible.

Families are also welcome to provide their children with personal/travel sized hand sanitizer. To keep in their school bag, desk, or on their person. Any supplies brought to school are subject to oversight by the faculty and staff to ensure proper and safe use.

## **Maintaining a Healthy Environment on Campus**

HTES is implementing several strategies to maintain healthy environments.

### **Drop-Off and Pick-Up Times**

Individuals who are dropping off or picking up students should stay in their vehicles and not come into the building. Holy Trinity staff will be positioned to help with drop-off and pick-up procedures and ensure that children are safely transitioned to or from their vehicle. At the discretion of the school, procedures for dropping off and picking up may change based on providing as safe a process as possible.

Drop-off times are from 7:50 - 8:15 am. Classes begin at 8:15. If you arrive after 8:15 and/or the duty staff are no longer outside, please park and escort your child to the entrance. We will make a note of your arrival time and help transition the student to class.

Pick-up time is from 3:30 - 3:45 pm. At 3:45, all remaining students are brought to Titan Academy. Billing for Titan Academy begins at 4:00 pm.

Before school care runs from 7:00 - 7:50 am. There is no extra fee for before school care. When dropping off for before school care, please follow the instructions posted at the entrance of the school.

Titan Academy (after school care) begins at 3:30 and goes until 6:00 pm. Titan Academy fees begin accruing at 4:00 pm. There is no fee between 3:30 and 4:00. Instructions for how to pick up from Titan Academy will be posted at the entrance to the school.

### **Cleaning and Disinfecting**

All classrooms, common spaces, restrooms, and hallways are treated daily with UVC light sterilization towers. This process is done when the spaces are not being used in order to ensure safety. We will also clean and disinfect frequently touched surfaces (i.e. playground equipment, door handles, sink handles, etc.) within the school at least daily or between use as much as possible.

All cleaning supplies will be stored in locations unavailable to students. This includes classroom cabinets and storage rooms. When used, spaces will be properly ventilated.

### **Shared Objects**

Shared objects (e.g., gym or physical education equipment, art supplies, toys, games) will be limited when possible, used on a rotational basis, or cleaned between uses.

Each student's belongings will be kept separated from others' and in individually labeled containers, cubbies, lockers, or other areas. School supplies (i.e. pencils, pens, markers, crayons, scissors, etc.) will not be shared among students. Each student will have his or her own container of supplies.

We will minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment). We will also limit use of supplies and equipment by one group of children at a time and clean, store, and disinfect between use. This includes electronic devices (Chromebooks, desktop computers, etc.), toys, books, games, and learning resources.

### **Ventilation**

HTES will ensure that our ventilation systems operate properly. We will also find ways to increase circulation of outdoor air as much as possible, for example by opening doors. We will NOT open doors when doing so poses a safety or health risk to children and staff.

## **Water Systems**

Drinking fountains will be shut down and replaced by filtered water bottle filling stations located around campus. Students and staff are expected to bring their own refillable bottle to use. Water bottles may not be shared. Please make sure bottles are clearly marked with one's name. Bottles found that are not identifiable will be thrown away.

If we experience a prolonged campus shutdown, we will take steps to ensure that all water systems and features are safe to use.

## **Modified Classroom Layouts and Guides**

Seating and desks will be spaced at least 6 feet apart in all classrooms, common areas, and during school gatherings. In addition, all desks will face the same direction (rather than facing each other). When/if tables are used, all students will sit on only one side and spaced apart.

Physical guides (i.e. tape on floors, signs on walls, etc.) will be put in place to ensure that staff and children remain at least 6 feet apart in lines and at other times.

## **“The Commons” and Playground Equipment**

Proper distancing will be used in “The Commons.” When distancing is not practical or possible, we will stagger use of the space. In addition, “The Commons” will be cleaned between uses.

Use of the playground equipment will be limited to no more than 8-10 students at any one time. Hand washing and/or hand sanitizing is required both before and after use of the playground equipment. Teachers may require students to practice distancing on the playground by spreading out and rotating use of equipment.

## **Lunch and Snacks**

HTES does not offer a lunch program. Students and staff are required to bring their own lunch and snacks. Sharing of food, drink, or utensils is strictly prohibited. Families are encouraged to use disposable items. This includes lunch bags instead of lunch boxes, etc.

## **Students Without Food/Snacks**

Food deliveries to campus exposes the front office receptionist and area to unnecessary exposure to nonessential visitors to campus. While under normal conditions, we have allowed these services, until the situation concerning COVID-19 changes, our policy has changed. Having food delivered to campus by a delivery service is not allowed. Parents of students who come to school without food for lunch and/or snack will be contacted and asked to bring food to school for the child. In an emergency, HTES will have limited food items to give children. Parents may be billed separately for the cost of providing a child with an emergency meal.

We have also enjoyed having an open invitation for family members to visit and have lunch with their students. Often, these visits include bringing food for the child's entire class, especially when celebrating a birthday or special occasion. However, given the need to minimize potential exposure, we respectfully request that families not come to school for such purposes unannounced. Rather, we ask that if you want to visit, please contact your child's teacher at least a week in advance. This will allow the teacher to coordinate with school administration on a plan to ensure health and safety.

Friday Feasts, coordinated by the Titan Parent Association (TPA) may be suspended until we can ensure a safe introduction to this program.

## **Maintaining Healthy Campus Operations**

HTES is implementing several strategies to maintain healthy campus operations.

### **Regulatory Awareness**

HTES will maintain active awareness of local or state regulatory agency policies related to group gatherings to determine if events can be held.

### **Assemblies, Visitors, and Field Trips**

All school or large group assemblies (such as Chapel, Spirit Days, etc.) will practice social distancing with at least 6 feet between participants. We may also limit the size of gatherings as needed.

Field trips that are not practical, in terms of limiting the spread or exposure to COVID-19, will not be scheduled.

Nonessential visitors will be limited. Every visitor must check in at the front office and is subject to temperature checks, health screenings, and must wear a cloth face covering. Parents/family members are discouraged from coming into the school building unless it is for a scheduled meeting, an unavoidable event, or in case of an emergency. This includes drop-off and pick-up times, as well as lunch periods.

### **Cohorting classes**

Our class structure and schedule will ensure that student and staff groupings are as static as possible. We will do this by limiting the mixing of student groups/classes as much as possible. We will also limit the amount of transition between spaces. For example, specials teachers (art, music, Spanish, etc.) may go to each class instead of having students travel in groups to a separate classroom for those sessions.

## **Designated COVID-19 Point of Contact**

The Assistant Head of School, Mr. Mike Waller, is the HTES COVID-19 Point of Contact. All concerns, questions, or feedback related to our response to COVID-19 should be first directed to him. He can be reached via email: [mwaller@hteshouston.org](mailto:mwaller@hteshouston.org) or by calling the school: (281) 459-4323. If Mr. Waller is unavailable, contact the Head of School, Dr. Troy Roddy, at [trodgy@hteshouston.org](mailto:trodgy@hteshouston.org) or by calling the school.

## **Communication**

Consistent with applicable law and privacy policies, staff and families should self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19.

In accordance with state and local laws and regulations, HTES will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). People who have had close contact with the person diagnosed with COVID-19 will be asked to stay home and self-monitor for symptoms and follow CDC guidelines if symptoms emerge.

## **Staff Training**

All staff members will be trained in all safety protocols. These include hand washing, use and storage of cleaning products, use of the UVC sterilization towers, and class setup for social distancing.

## **Recognize Signs and Symptoms**

When feasible, and at any time, HTES may conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and students.

Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. HTES will be guided in this practice by the screening methods in the CDC's supplemental *Guidance for Child Care Programs that Remain Open*.

## **Local Business Partners and Use of our Facilities**

HTES is honored to have established partnerships with local businesses (i.e. Dynamo/Dash Soccer, Knight School, i9 Sports, etc.). All partners who use our facilities are required to have established guidelines for use that are aligned with the policies set forth by Holy Trinity Episcopal School.

## **When/If Someone Gets Sick on Campus**

HTES is implementing several strategies to prepare for when someone gets sick. Guidelines for our procedures for when a sick person can return to campus is included in the *Promoting Behaviors that Reduce the Spread of COVID-19* section of this guide.

Staff, families, and students should not come to school, and they should notify the Assistant Head of School if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.

When/if someone at school shows COVID-19 symptoms, that person will be immediately separated from their group at school. Individuals who are sick will go home or to a healthcare facility depending on the severity of their symptoms..

HTES will identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms.

If an ambulance needs to be called to transport a sick person, the healthcare professionals will be informed that they may be dealing with a COVID-19 case.

### **Clean and Disinfect**

Areas used by the sick person will be closed off and will not be used until it has been cleaned and disinfected.

### **Notification of Health Officials and Close Contacts**

In accordance with state and local laws and regulations, HTES will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). People who have had close contact with the person diagnosed with COVID-19 will be asked to stay home and self-monitor for symptoms and follow CDC guidelines if symptoms emerge.

## **Moving to Online and/or Hybrid Classes**

There may be times during the school year due to acute or widespread COVID-19 outbreaks when school operations need to shift to completely online or a hybrid of online and in person classes. Examples of such situations include:

- Directions by local, state, or federal officials to close school campuses

- An outbreak in a class that requires a grade level, or grade levels, to stay at home based on the guidance in this document
- A decision by the school leadership to move to online or hybrid classes out of an abundance of caution

HTES is implementing the following steps to deliver a Titan experience during a potential online or hybrid learning environment.

### **Online vs. Hybrid Learning**

For the purposes of this guide, online learning refers to moving all students and staff to a completely online platform for teaching and learning. Online learning is the mode used when/if the physical campus is closed.

Hybrid learning refers to a combination of online and onsite learning. This is most likely to occur when/if a segment of our student population is unable to attend classes onsite for a period of time. Thus, the need for the school to serve both the physical campus and the digital campus.

### **Access to Technology**

If the school needs to implement either an online or hybrid experience, all affected students, regardless of age, will have access to a school issued Chromebook for use. The Director of Technology (Mr. Leo Silva: [lsilva@hteshouston](mailto:lsilva@hteshouston)) is responsible for issuing and collecting all school owned technology provided to students. If a family does not need the school owned equipment to support online or hybrid learning, that family should contact the Director of Technology.

### **Google Classroom**

All teachers are set up with a Google Classroom for their students. Each student, and their parents/guardians, are given access to this interface. In order for your child to participate in Google classroom, he/she will need to be assigned an email account. The email account is a secured account monitored through HTES' Google for Education and Office 365. The email account will be linked to your child's specific teachers Google Classroom and can be accessed through any computer and network. Each student will also have access to a Chromebook that will be linked to their Google Classroom account. The student is not required to use the school's provided Chromebook, if you would prefer, you may use your own device at home. In the event that the school needs to move to an online environment/hybrid classroom, the student will complete and turn in most work assigned to them by their teacher using Google Classroom.

Instructions on how to access your child's account will be communicated to you in the beginning of the school year. Each student will also be trained when they return in the fall on the procedures of accessing or checking their email accounts and how to use Google Classroom.

## **Emergency COVID-19 Student Kits**

Each teacher will create an emergency COVID-19 student kit for each student that will be used in case of hybrid and online learning conditions. The contents of the kit will vary by grade level and student need. The purpose of the kit is to provide as many items as possible to aid in student learning during such a period of time. The kits are also made to minimize the additional work that parents face when having to supervise learning at home and partnering with the school. Examples of items that may be in kits include extra copies of books, workbooks, readers, and basic school supplies.

## **Online Learning Schedules/Operations**

In the event that the campus is closed and we need to move to a completely online learning platform, the following guiding principles will be used in the creation of learning schedules and adjusted operations.

- Whole class instruction, discussion, feedback, and check-ins are important and support our relationship based approach to learning. Teachers will check in with the whole class using video conferencing technology (Google Meet, etc.) using their Google Classroom interface.
- One-on-one personalized guidance is also a critical piece to our program. Teachers will also set-up live help sessions using the same video conferencing interface as with the whole class.
- All video sessions are available to both students and parents/guardians. This helps families partner better with us while providing support at home.
- All video conferencing sessions will be done in a safe and appropriate manner. We will utilize safe practices at all times. This includes being professionally dressed, professionally presentable, and holding sessions in a public setting in one's home. Video sessions cannot be done in a person's bedroom, bathroom, or another space that presents a challenge with potential professional boundary issues.
- Traditional testing and grading techniques may be adjusted as necessary to best address the needs of the class.
- Video sessions may be recorded and posted to the Google Classroom in order to preserve a record or support the needs of students who benefit from the ability to rewatch a session.
- Behavioral expectations using online classes is the same as in person classes. Students and teachers are expected to communicate in a way that follows the Titan Way; with Respect, Compassion, and Integrity.

## **Hybrid Learning Schedules/Operations**

In the event that a segment of our school community needs to begin using a hybrid learning platform, the following guiding principles will be used in the creation of learning schedules and adjusted operations.

- The principles outlined in our online learning plan remain.
- Depending on the situation, hybrid learning can look very different.
  - If a whole class needs to move to a hybrid learning platform, the experience will closely resemble the online experience described above.
  - If part of a class (individual student, etc.) needs to move to a hybrid experience, the teacher will arrange a schedule to connect with the hybrid learners based on his/her availability during the school day and/or after regular school hours.
- We do not plan to record in person classes to post online. Rather, and in keeping with our commitment to a more personalized approach, the hybrid learner will be supported separately and in a manner that takes that individual's needs into consideration first.
- There may be times when a hybrid learner interfaces in real time using live video conferencing in order to facilitate a unique need. Such instances will be arranged in advance between the teacher, student, and family.