



TRINITY SCHOOL

AT MEADOW VIEW

**GUIDELINES AND PROCEDURES UNIQUE FOR
THE 2020-21 SCHOOL YEAR**

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INTRODUCTION

In addition to complying with local and state requirements for reopening in the fall of 2020, Trinity School has tried to make all of our decisions with two aims in mind. First, we want to keep your children, as well as the faculty and staff, safe. And, second, we are doing what we can to keep the school open so that we can practice in-person learning with as many students as possible throughout the year.

Of course, it is impossible to guarantee that no one will contract COVID-19 during the school year. There is some risk inherent in returning to in-person learning. But we decided that the best way to accomplish these aims was to limit exposure to the virus and to minimize the impact should someone in our school community test positive. In the latter case, the extent to which we will have to quarantine students at home will depend upon the quality and consistency of our safety measures.

Throughout the summer, we had been consulting with local teams of health care professionals as well as examining research on the transmission of the virus. We have also consulted with a number of other educational professionals at both the high school and college level who are preparing for their own return to in-person learning.

We have found that it is most helpful to focus on minimizing the “viral load” of our indoor spaces. While we will be regularly cleaning surfaces and taking other precautions, a good way to think about the transmission of this virus is to consider an analogy to secondhand smoke. While virus particles in the air are tasteless, odorless, can’t be seen and do not behave exactly the same way as smoke, the similarities are close enough to help make sense of the situation. It explains, for instance, why there is such a difference in transmission rates in indoor and outdoor venues. A room with a high “viral load” would be like a very smoky room. We understand intuitively that how much we are exposed to secondhand smoke in such an environment has three components: how close we are to the source of the smoke, how long people have been smoking, and whether or not there is any air circulation.

Just as there are three ways to mitigate secondhand smoke, there are three ways to manage the viral load of a room.

- The first and most important is to limit the amount of the virus that an individual can contribute to the viral load. This is a primary reason for wearing a mask. Even relatively inefficient masks reduce the viral load a person might contribute by over 90% and cloth masks and

commercial-grade single-use masks reduce the output of the virus into the air by over 98%.

- The second way to manage the impact of the viral load upon any one person is to keep six feet social distancing. This way no one is exposed to a high-density pocket within the room.
- Finally, we will be doing everything we can to assure clean, well-circulated air.

Like everyone, we are hopeful that a sustainable reduction in cases, the availability of a vaccination, or other factors might allow us to return safely to greater normalcy. We are intentionally starting with a particularly cautious approach and multiple layers of protection for our students.

We are also aware that some of the plans we have in place now may need to be adjusted as the year goes on.

ATTENDANCE PROCEDURE

DAILY ATTENDANCE

Most Trinity School business, including calls related to student absences on both campuses, is handled through our main line at the Meadow View campus.

Attendance is also tracked for those doing distance learning. If your child is learning from home and cannot make a regularly scheduled Zoom meeting, please call the office to report an absence as you normally would.

When your child is usually an in-person learner, but cannot be at school on a particular day, he or she may opt in for distance learning for that day. To do this, please:

- Call the Meadow View front desk (703.876.1920) or email mvinfos@trinityschools.org to let us know your child will be distance learning.
- Have your child log into their Google Classrooms. Beginning the last days of September, to streamline the process for distance learners, each section is using the same Zoom link for all courses. The students won't have to log into different Zoom sessions for each of their courses, but will have one link they can use all day long.

LATE ARRIVALS OR EARLY DEPARTURES:

Students who come late to school are to report first to their campus's receptionist area to sign in and receive a quick temperature check, and then head to their classroom. Parents need to contact the school office to excuse a tardy.

Parents should contact the receptionist area for students who need to leave school at any time other than regular dismissal. The driver does not need to come into the school buildings, but can call the receptionist at their child's campus from their cars once they get to campus. The receptionist will call the student out of class, and the student will stop at the receptionist's desk to sign out.

If the students who need to leave early drive themselves to campus, they still need to sign out and their parents still need to call or email in advance to let the school know their child needs to leave early.

If there is a change from distance learning to no longer able to do distance learning during the day, please also let us know, just as you would have normally let us know if your child needed to leave campus early and go home.

COVID-19 SCENARIOS

In an effort to keep your children safe and the school open for in-person learning, we have put the following protocols in place for situations involving confirmed or possible cases of COVID-19 in the school community:

SYMPTOMS: *If your child exhibits COVID-19 symptoms*

- Please notify the school of the situation and keep your child home.
- If he or she exhibits COVID-19 symptoms while at school, he or she will be placed in a designated room set aside for this purpose. Someone from the school will contact you immediately to come and pick up your child.
- Your child will be asked to *isolate for 10 days* from the time the symptoms first appeared, and *until there has been no fever for at least 24 hours* without medication and *any other symptoms have improved*.
- We recommend that you contact your family doctor and get your child tested. With a negative test and a doctor's note attributing the symptoms to another cause than COVID-19, he or she may return to school more quickly.

CLOSE CONTACTS: If your child has had close contact with someone who tested positive for COVID-19

- Please notify the school and keep your child at home if they have been identified as a close contact with someone who has tested positive for COVID-19.
- If the school finds out that your child has been identified as a close contact, while your child is at school, someone from the school will contact you immediately to come and pick up your child.
- Your child will be asked to *quarantine for 14 days and monitor for symptoms.*
- We recommend that you contact your family doctor and consider getting your child tested. While a negative test result is not sufficient to return to campus, a positive test result provides important information for next steps.
- This child's siblings or classmates are *not* required to quarantine, unless they also were designated as close contacts, or your child who has been designated as a close contact becomes symptomatic or tests positive for COVID-19.

POSITIVE TESTS: If a Trinity student, faculty or staff member tests positive for COVID-19

- Please report any positive COVID-19 test to the school.
- If it is your child who tested positive, we will ask that he or she be *isolated for 10 days from the time the symptoms first appeared, and until there has been no fever for at least 24 hours without medication and any other symptoms have improved.* Faculty and staff who test positive will follow the same protocol.
- In consultation with health professionals, the school will determine who in the school community should be considered a close contact. *Close contacts will be notified and asked to quarantine for 14 days.*
- If a faculty member, staff member or student tests positive, *we will notify you of a positive test even if your child has not been designated a "close contact."* The name of the person who tested positive will not be publicized.

In all cases, the school will provide you with support and recommendations for handling the situation in keeping with local, state and federal guidelines.

These protocols are general outlines and do not take into account all possible circumstances. They are also subject to change with guidance from local, state or federal health agencies or recommendations from our medical team on the basis of new information.

CURRICULAR MODIFICATIONS

Because of the greater viral load contributed to a room by singing, playing a recorder, or speaking dramatically, both of these courses needed to be adapted. Music and drama are operating with a temporary curriculum and pedagogy that focus on other aspects of these subjects but still allow students to create beauty and learn about these arts.

DETENTION PROCEDURE MODIFICATIONS

With all the after-school activities on hold, as part of maximizing safety measures during this time, we won't have students serve after-school detentions in a detention room.

However, for minor infractions, teachers can still give students 15-, 30- and 45-minute detention slips. The respective deans will keep track of the accumulating detention slips and notify the parents when their children have reached the equivalent of one hour, two hours, and three hours. If any student accumulates four hours, the disciplinary board can be called.

DISTANCE LEARNING AND TEACHING OPTIONS

IF YOUR CHILD NEEDS TO BE AT HOME WHILE THE REST OF HIS OR HER CLASS IS DOING IN-PERSON LEARNING

- Teachers will post assignments, handouts, and other class materials using Google Classroom. Whenever possible, handouts or other materials will be posted before class begins and homework for the next day will be posted no later than 4:00 p.m.
- We will rely primarily upon live streaming to keep your child aware of what is going on in the classroom. *NOTE: In some cases (for instance, if your child's class is out of doors), live streaming may be difficult or impossible to provide.*
- Your child's teachers will work hard to provide the support needed to keep up in this learning environment, and will take into account the difference between in-person and distance learning when evaluating his or her work.
- We will ask your child to appear in uniform when she is working virtually with the rest of the class on campus.

IF YOUR CHILD'S ENTIRE CLASS NEEDS TO BE HOME FOR SOME TIME WHILE THE REST OF THE SCHOOL CONTINUES TO OPERATE IN PERSON

- Teachers will use the regularly scheduled class time to do distance learning via Zoom and Google Classroom.
- Teachers will be instructed in practices to limit screen time while still providing as rich an experience as possible for the class.

IF THE ENTIRE SCHOOL NEEDS TO BE HOME FOR SOME TIME

The school will switch to an adapted schedule, similar to last year's approach but with a number of improvements based upon your feedback, including:

- more contact time for students
- clearer guidelines for Zoom
- more effective training for faculty in the use of classroom tools
- better equipment for accomplishing our aims
- an increased use of one-on-one time with faculty members through "office hours."

DISTANCE TEACHING

Because we have all of the rooms set up with the technology necessary for students to make use of distance learning, we also have the capacity to allow teachers who need to be home to offer remote instruction through Zoom. Some teachers will make use of this option if they are out for a few days or have to quarantine for a limited time.

EXTRA-CURRICULAR ACTIVITIES AND SPORTS

EXTRA-CURRICULAR ACTIVITIES

Based on our desire to begin the school year with layers of protection for our students, which includes avoiding mixing sections in person, keeping six-foot social distances, and holding off on singing as an activity that can particularly spread the virus, we will not be starting the year with extra-curricular choirs, Latin help or math help.

However, as much as possible, we do want to find alternative ways to meet the needs that these after-hours extra-curriculars and services provided. The math and Latin teachers will be creating Zoom office hours and other opportunities to assist students who need some extra help. We will also be working with the students to create clubs or extra-curricular activities that could operate under these guidelines. For example, the debate club is already exploring ways to meet virtually.

We would not host any of our beloved large gatherings if they cannot be done safely. We will look at each event and think through whether there might be creative ways we could still hold them, similar to how we found alternate ways to hold last spring's Honors Night, Fine Arts Night, Senior Dinner and graduation. We intend to make a decision on any event involving considerable planning with at least two weeks' notice.

SPORTS

After getting information on what the teams we normally play were doing, and weighing the pros and cons of holding any type of formal fall sports program, we decided not to hold a fall sports season. The decision on winter sports and spring sports, including the possibility of holding some of the traditional fall sports in spring, will be made as we get closer to those seasons.

We understand the value of both the team camaraderie and physical activity that sports provide. At this point, however, the reasons not to hold sports outweighed the positives. Here are some of the elements that played a part in our decision:

- A large majority of the teams we normally play cancelled all games.
- VISAA cancelled all fall sports' championships and the state cross country meet.
- Many of our regularly rented venues for sports are not available.
- Virginia Department of Health guidelines include 10-foot distances between all athletes, whether they are active inside or outside.
- Our mini-buses would only be minimally useful for transporting athletes to fields or courts because of the need to socially distance on them.
- Carpools for sports would likely further mix students in close quarters who may not be carpooling otherwise.

We know that some local and national sports teams, as well as school and city leagues, are still holding various types of sports activities. Yet we are also hearing accounts of athletic teams being the source of viral spread. Therefore, we will be taking into account when weighing future sports seasons any research that sheds light on what worked and what did not work for the athletic events that were taking

place this fall. Keeping students healthy and keeping in-person learning for as many of our students as possible remain the top priorities.

In the meantime, we are happy to see how well used the extra breaks are on both of our campuses and hope that this makes up a little bit for the postponement of team sports.

GUESTS ON CAMPUS

We will not be welcoming prospective students to visit for a day or sit in on classes. We will allow occasional visitors on campus to meet with staff members apart from the classroom buildings. When they do so, we will ask visitors to follow the same health protocols being followed by the rest of the school community.

HEALTH PROTOCOLS FOR STUDENTS, FACULTY AND STAFF ON CAMPUS

SOCIAL DISTANCING, SEPARATE ROOMS, AND SEPARATE SECTIONS

Trinity School at Meadow View is operating on two campuses to allow us to maximize safety while maintaining our desire for in-person instruction, five days a week. Sections will normally remain together throughout the day in distinct cohorts, with teachers, rather than students, moving between rooms. Each student also remains in the same desk area, six feet apart, in each room.

Whenever possible, students and faculty also keep the six-foot distance outside. Any time it is particularly difficult to do so outside, masks are to be worn.

Inside, the protocol is both masks and six-foot social distancing.

MASKS

Social distancing, even without masks, helps protect against exposure to a high concentration of the virus by keeping people apart and avoiding some of the effects of others' sneezes, coughs, or sharply exhaled breath. Face shield adds a layer of protection by diverting some of the viral particles downward where they may be less dangerous. However, because of the way in which masks reduce the viral load of the room, they are much more effective in keeping us safe and keeping school open.

In rare cases, we understand that some are not able to wear a mask. With a doctor's note explaining the underlying health condition that would prevent your child from wearing a mask, he or she would be allowed to substitute a face shield for the mask.

Your child will be able to wear either a reusable multi-layered cloth mask or a commercial-grade single-use mask. In addition to the mask provided by Trinity, all masks should conform to the following guidelines:

- cover the nose and mouth and come over the chin,
- fit snugly on the face,
- be made of multi-layered plain colored or simply patterned materials
- not have any simulated faces, printing, or other messaging
- not be a bandana or gaiter style.

We understand that wearing masks and maintaining social distancing will be hard for students. We therefore built in additional breaks and allow students to be outside as much as possible. This will include outside instruction time at the discretion of the teacher as space and weather allow. Any time students are outside and over six feet apart, the masks can be removed.

DAILY HEALTH CHECKS

The primary daily health check will be conducted at home by each family. (See Symptom Checklist later in this document.) The school provides a supplemental temperature check before first-period classes start and during the day for any late arrivals. A non-touch thermometer is used to ensure that no student starts the school day with a significant temperature. If students have a temperature of 100.4 or over, we will contact the parents or guardians to have them picked up and brought home. This is a helpful guideline even apart from COVID-19. Students with fevers would do better at home. If the students are up for it, they can follow all of their courses that day through distance learning.

The school also requires all faculty and staff to do a daily health check before interacting with the students on campus.

ADDITIONAL SAFETY MEASURES

Hand sanitizing stations are available throughout both campuses, including by each classroom.

Both campuses have no-touch water fountains for refilling water bottles. Students should either plan on bringing drinks to school or have a refillable water bottle clearly labeled with their name.

As part of our plans to avoid the sharing of items among students, we are not providing common boxes of tissues within classrooms. Students should have their own supply.

In line with our principle of keeping social distances whenever possible, we are not using the locker areas. Instead, all students have been given a covered bin that they can use to store things in their classroom by their work area.

We have created additional faculty rooms so that all the faculty can have more space. On the Meadow View campus, West 1, 4, 6 and 8 will be used as faculty rooms. On the St. Philip campus, faculty who are staying on this campus at a time they are not teaching are well spaced in Hayden Hall. This hall is at the opposite end of the school area from the receptionist.

To keep your children safe and the school open for in-person learning, we will need your help to partner with us.

- Help them understand that the school is working to keep the school open, not merely enforcing rules.
- Consider explaining “viral load” to them in terms that make sense of our most important rules and guidelines, which are focused on keeping the air fresh and virus free when indoors. The analogy to “secondhand smoke” is a strong one (though scientifically a bit different).
- Help support the practices we are asking of them at school.
- Perform the daily health checks asked of the school and, if necessary, explain their benefit to your children.

HEALTH PRECAUTIONS FOR FACILITIES

We have hired full-time cleaning staff to work throughout the day on both campuses. High touch areas used by multiple students, such as bathrooms, are cleaned mid-morning, after lunch, and again after school.

We are using cleaners and disinfectants that are non-toxic and approved by the CDC/EPA for use by schools against the spread of this virus.

When possible, we have also placed nanoseptic coverings on push bars, door levers and sink faucets. These reduce or eliminate transmission of germs on high touch areas.

All of our classrooms at St. Philips and Meadow View have windows that can be opened. We keep windows and doors open as much as reasonably possible.

We are following CDC guidelines for our HVAC system which includes upgrading filters and cleaning units more often.

We are also using air purifiers with HEPA filters in all classrooms.

LUNCHESES AND FOOD

Students need to bring their own lunches every day and should be discouraged from sharing or trading food.

We are sad to say that we will not be offering pre-ordered pizza and sandwich lunches on campus, at least for now. Our concerns were how many extra people these brought to campus and the difficulty in conducting these services with social distancing and minimized common handling of items. For similar reasons, we will not be offering dried soups at the receptionist areas.

When the weather allows, students will eat outside. During inclement weather, students will eat at their assigned desks in their classrooms.

PICK-UP AND DROP-OFF

AT THE MEADOW VIEW CAMPUS, *drop-off and pick-up in good weather will operate as it has in the past:*

- Carpool drivers should turn in the one-way entrance off of Meadow View and pull up by South Hall to let students off. Monitors will be present to direct traffic.
- Pick-up, when the weather enables students to be outside, will work similarly. Carpools can arrive before 3:00 and begin to gather on the drive around South Hall. Faculty monitors will be present once the students are coming outside, to guide traffic and help carpools find their members. Pick-up at Meadow View is from 3:00 to 3:45.
- In all cases, drivers should follow the one-way driveway from Meadow View that ends with a right-hand turn onto Lee Highway.
- We ask carpool drivers not to make a left-hand turn into our driveway when traveling south on Meadow View during peak drop-off (7:50-8:15 a.m.) and pick-up times (2:50-3:30). Instead, please travel around the small block by taking a right on Pine Springs, a left on Willow Lane and then a left onto Meadow View Road.
- We also ask carpools not to pick-up or drop-off students on Meadow View Road itself to avoid holding up traffic or risking having students run out into the street.

AT THE ST. PHILIPS CAMPUS

- For drop-off, carpools can drive into St. Philips Court and take the far lane in the main parking lot to come up toward the school building. Monitors will be present to direct traffic.
- Pick-up, when the weather enables students to be outside, will work similarly. Carpools can arrive before 3:00 p.m. and begin to line-up using the far lane in the main parking lot. Faculty monitors will be present once the students start coming outside to guide traffic and help carpools find their members.
- St. Philip's large parking lot has three lanes. For both morning drop-off and afternoon pick-up, we ask that carpools drive in toward the school building using the far lane and drive out using the middle lane.

In inclement weather for both campuses, to avoid having students clumped closely together in lobbies while they wait for their rides, the students will wait in their rooms. The monitors will notify the students in their rooms when their carpools arrive.

RECRUITMENT AND ADMISSIONS EVENTS

Most of the recruitment process and introduction to our school will be moved online with virtual Information Nights, interviews and testing. For now, we will not be welcoming prospective students to visit for a school day or sit in on classes.

Several in-person Saturday events at the Meadow View campus are being used to introduce prospective families to members of the school community and give them a brief tour of the campus.

We are allowing occasional prospective families on campus during school hours to meet with staff members apart from the classroom buildings. When they do so, we ask these visitors to follow the same health protocols being followed by the rest of the school community.

SCHOOL DAY SCHEDULE

We have added two extra breaks, in addition to the lunch break, to allow for as much socially distanced, unmasked time outside as possible.

- 7:30 to 8:10 Drop-off time. Classrooms and outside play areas available.
- 8:15-8:25 Morning prayer in each section's classroom
- 8:30-9:20 First period course
- 9:25-10:15 Second period course
- 10:15-10:35 Break
- 10:35-11:25 Third period course
- 11:30-12:20 Fourth period course
- 12:20-1:00 Lunch
- 1:00-1:50 Fifth period course
- 1:50-2:10 Break
- 2:10-3:00 Sixth period course
- 3:00-3:30 Pick-up time at St. Philip
- 3:00-3:45 Pick-up time at Meadow View.

There are adults monitoring all student breaks and lunches, whether students are inside or outside.

SOCIAL LIFE OFF CAMPUS

To keep your children safe and the school open for in-person learning, we need your help to partner with us in helping students understand how their activities outside of school are also related to keeping the school open.

You can help us by considering the following recommendations and supporting the school's approach to minimizing the chance of an outbreak leading to a school closure.

It is also important to recognize that different families are going to have different comfort levels with get togethers, social events, etc. We should try as a community to extend a maximum degree of charity to each other.

It is likely that some families will want to host gatherings during the school year. It is also likely that students will get together to spend time apart from any formal gatherings. This is to be expected and is a healthy part of our life together. It is important that students have a social life and participate in social activities. However, it will be critical to keeping the school open that these don't become unintentional "super spreader" events within the Trinity School community. We have been following the opening of a number of colleges and universities, some of which have since closed their in-person undergraduate programs, and almost all of the outbreaks that we have seen at this point have been traceable to private parties with students in an enclosed space. Following the guidelines below will help us avoid that.

- Whenever possible, host activities that are outdoors and encourage your children to do the same. There is a far lower chance of transmission outdoors.
- Even outdoors, encourage social distancing. It may not be possible in such an environment to police a six-foot distance at all times, but consistent encouragement will certainly help.
- Consider hosting smaller gatherings (being mindful, of course, to avoid exclusion).
- If hosting a larger gathering, especially of mixed students from different sections, please require students to wear masks indoors. Particularly avoid parties that involve students spending a long period of time in a single enclosed space.
- Consider limiting carpooling to immediate family members or requiring masks in the car to limit exposure. Increasing the amount of fresh air circulating through the car is also helpful.

ST. PHILIPS CAMPUS

PARKING

Parents, students or faculty parking at St. Philips should use the spaces between the far lane and the middle lane. St. Philips has reserved these for our use.

PHONE NUMBER

Most school business, including calls related to student absences on both campuses, will be handled through our main Trinity School line at the Meadow View campus. If you have a need to call our receptionist at the St. Philip campus, the number is 703-573-4570.

SUPPLIES

ADDITIONAL SUPPLIES FOR THIS SCHOOL YEAR, FOR IN-PERSON LEARNING

- a water bottle with name clearly labeled
- several cloth masks according to uniform guidelines or commercial-grade disposable masks
- In first and last months of the school year, sunscreen, a wide-brimmed hat or an umbrella to keep the sun off for outdoor classroom time that doesn't have consistent or stable shade
- small beach-towel or pillow to sit on in case a class is able to sit outside on a grassy area
- a personal pack of tissues (students will not be allowed to share)
- personal hand sanitizer (optional)
- adequate school supplies (students will not be allowed to borrow pencils, pens, papers, etc.)

FOR DISTANCE LEARNING AT HOME

- a computer, iPad or similar device capable of video conferencing
- tested adequate Wi-Fi capacity to meet the needs of the household
- headsets with a personal microphone to make it easier to find locations in the house that work for multiple students to be in a Zoom conference at the same time (recommended but not required)
- a printer with scanning capability (recommended but not required)

If you need help with any of the above, please let the school know and we will try to work to accommodate your situation.

SYMPTOM CHECKLIST

Parents and Guardians: Please complete this important short check each morning to help us in our efforts to keep your children safe and the school open!

This home screening is not intended to diagnose COVID-19 but to identify symptoms that may be consistent with an infection and therefore require further attention, self-quarantine, or other action.

- Does your child have a fever of 100.4°F or higher?
- Does your child have a new cough that cannot be attributed to another health condition?
- Does your child have a new shortness of breath that cannot be attributed to another health condition?
- Does your child have new chills that cannot be attributed to another health condition?
- Does your child have a new sore throat that cannot be attributed to another health condition?
- Does your child have new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise)?
- Does your child have a new loss of taste or smell?
- Has your child been within 6 feet of a person with a confirmed case of COVID-19 for at least 15 minutes?

If the answer is “yes” to any of the above, please *keep your child at home* and *report the situation to the school*. For *next steps* please consult your child’s doctor or refer to the guidelines presented by state, local and federal agencies.

- <https://www.vdh.virginia.gov/coronavirus/covidcheck/>
- <https://www.fairfaxcounty.gov/health/novel-coronavirus/symptoms>
- <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

UNIFORM MODIFICATIONS FOR COOLER WEATHER

As part of our health protocols, we have been maximizing use of outside spaces for classes and keeping windows open in classrooms. As the weather gets colder, we intend to continue to do both of these as much as possible. To allow for this, we will be relaxing a little bit the standard in-class uniform by permitting non-uniform sweatshirts, sweaters, or jackets during class.

FOR ALL STUDENTS:

- Clothing items should have no inappropriate messages or inappropriate language
- Clothing items should be free of political slogans and names of political candidates
- Clothing items with school names, place names, or sports teams are acceptable
- Clothing should not be torn and should be the correct size for the student (e.g., sweaters should not reach far past the hip area or cover skirts)
- Blankets are not appropriate for indoor classes, but can be used outside

ADDITIONAL GUIDELINES FOR GIRLS:

- Tights or fitted leggings are appropriate to wear with skirts
- Joggers or other athletic pants should not be worn with skirts