

GUIDELINES AND PROCEDURES UNIQUE  
FOR THE 2021-2022 SCHOOL YEAR  
*Updated March 1, 2022*

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## INTRODUCTION

Trinity School has tried to make all of our decisions with three aims in mind. First, we want to keep your children, as well as the faculty and staff, safe. 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. Third, we also want to have as normal a school year as possible, reintroducing after-school events, socials, and extracurriculars wherever we can.

In making specific decisions, Trinity School has been particularly guided by these principles:

- Follow federal, state, and local laws and mandates,
- Consider seriously all public health guidelines,
- Be attentive to the local situation related to Covid-19.

We have also listened to input from our parent community, consulted with a local health team, and tracked a wide range of articles coming out of the medical community. This broad approach served us very well last year and we continue to employ it.

We recognize that the situation with the Covid-19 virus and its several variants, questions about vaccination efficacy, public health mandates, and other factors that are outside of our control continue to make this a dynamic situation. We will be watching this situation very closely, prudently trying to return to normal to the greatest extent possible, but understanding that our efforts to do so may be delayed.

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, 703-876-1920.

### 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 then head to morning prayer or 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 and stop in to sign the child out. The receptionist will call the student out of class.

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.

## CHOIRS

The Trinity School extracurricular choirs will meet at the St. Philip campus on Wednesday afternoons.

- The co-ed Chorale will practice from 3:30 to 4:25 p.m. Students who are only singing in this choir should be picked up at St. Philip's following rehearsal or go to Study Hall.
- The girls' Chamber Choir and the boys' Barbershop will practice from 4:30 to 5:00 p.m.

The school's two minibuses are available to transport Meadow View students who need a ride to St. Philip's for choir. We may rehearse outside as the weather allows.

If you have any questions on the choirs, please contact Mr. Dusenbury or Miss Ryland.

## COVID-19 SCENARIOS AND PROCEDURES AFTER A POSITIVE CASE

### SYMPTOMS:

- If your child has symptoms that can be associated with Covid-19, please notify the school of the situation and keep your child home.
- We recommend that you have your child tested or contact your family doctor.

- With a negative test or a doctor's note attributing the symptoms to another cause than COVID-19, he or she may return to school more quickly. The Covid test can be a PCR test or a rapid antigen test, including tests done at home. The student should also be fever free for over 24 hours and with other symptoms improving.
- With a positive test result or a doctor indicating there are no other explanations for the symptoms, your child will be asked to follow the five- and ten-day isolation procedures.

#### POSITIVE TESTS:

- Please report any positive COVID-19 tests of your children who are Trinity students to the school.
- If your child has tested positive, there are two isolation options:
  - Option 1: Stay home for five days, counting the first day after the positive test or appearance of symptoms as day one. If symptom free or symptoms have significantly improved, return to school on the sixth day, but wear a mask indoors for the following five days. Do not participate in Trinity's extra-curricular indoor sports' teams nor choirs until ten days have been completed. If symptoms continue, including any fever, extend the isolation period.
  - Option 2: Isolate at home for the full ten days and until there has been no fever for at least 24 hours without medication and any other symptoms have improved.
- If there have been several cases in your child's section or team in the last two weeks, a Trinity School staff member may call you to discuss any likely close contacts among our staff or student community during the school day or school-sponsored extra-curriculars. Fairfax County Health Department may also call the parent of the student who tested positive if there is an outbreak.
- If a faculty member, staff member, or student tests positive, we will notify parents who have children in the same section or team as the positive case. The name of the person who tested positive will not be publicized.

#### FAIRFAX COUNTY'S ROLE IN COVID-19 CASES AT TRINITY SCHOOL AT MEADOW VIEW

The Fairfax County Health Department is no longer doing contact tracing for sporadic cases in schools. They will continue to work with our school community if there is an outbreak. A Covid-19 outbreak is presently defined as three positive

cases in a school group (class, team, extra-curricular group) within a two-week period that are not associated with exposure in another setting outside of school.

## DEFINITION OF A CLOSE CONTACT

According to the Fairfax County and Virginia Department of Health:

Close contact is defined as being within six feet of a person with COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period or having direct exposure to the person's respiratory secretions (for example, coughed or sneezed on; shared a drinking glass or utensils; kissing) while they were contagious. A person with COVID-19 is considered to be contagious starting from two days before they became sick, or two days before they tested positive if they never had symptoms.

In indoor K-12 school settings, a student who is within 3 to 6 feet of an infected student is not considered a close contact as long as both students were wearing masks and the school has other prevention strategies in place.

## QUARANTINE PERIODS FOR CLOSE CONTACTS

Option 1: The shortened quarantine option for close contacts:

- This option is for students who remain symptom free. If symptoms develop, follow the protocols for isolation.
- Stay home for five days, counting as the first day the first day after the last known exposure to someone with Covid.
- On the sixth day, resume in-person learning and other normal activities, while wearing a mask indoors for an additional five days.

Option 2: If needing to quarantine, but unable to or not wanting to wear a mask, continue the quarantine for ten days.

You could consider getting your child tested.

No quarantining is needed for close contacts who have

- had Covid in the last 90 days or
- are fully vaccinated

They should, however, carefully watch for Covid symptoms and if any develop, stay home and follow isolation protocols.

## CLEANING AFTER TRINITY FINDS OUT ABOUT A POSITIVE CASE AMONG FACULTY, STAFF OR STUDENTS

Because Trinity School at Meadow View is already in the habit of doing COVID-level cleaning throughout the day on both campuses, no further cleaning is necessary.

These protocols are general outlines and do not take into account all possible circumstances. They are also subject to change based on local situations and with guidance from local, state or federal health agencies.

## DETENTION TIMES AND LOCATIONS

We will be holding in-person detentions after school on both campuses this year. Detentions will be held for students at the Meadow View campus on the first and third Wednesday of the month and for students at the St. Philip campus on the second and fourth Wednesday of the month.

Detentions are assigned for 15, 30 or 45 minutes. Students are to serve detentions on the Wednesday afternoon that is scheduled for their campus after the detention has been given. On rare occasions the dean of boys or the dean of girls may postpone the serving of a detention. If you have any questions on detention procedures contact Mr. Niklason, [sniklason@trinityschools.org](mailto:sniklason@trinityschools.org) or Mrs. Tehrani, [etehrani@trinityschools.org](mailto:etehrani@trinityschools.org).

## GUESTS ON CAMPUS

For now, we will allow shadows to meet students and visit classes, but in a condensed manner. Any prospective parent or student who would like to see Trinity School classes in action and meet some of our students will be welcomed to visit a variety of classes, escorted by an admissions team member. Each class will be visited for about 10 minutes. These visits will seek to be scheduled near the morning break or lunch period so that the prospective students can also spend some time outside meeting Trinity students. We will ask visitors to follow the same health protocols being followed by the rest of the school community

## 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.

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

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

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

## HEALTH PROTOCOLS FOR STUDENTS, FACULTY AND STAFF

### MAKING USE OF OUTSIDE AIR

All students will have a morning break, in addition to the lunchtime break, to allow students to have more time outside. Moreover, at the teacher's discretion, classes will be held outside as much as possible and as weather permits.

All of our classrooms at St. Philip's and Meadow View have windows that can be opened and we will leave them open as well as the doors as much as reasonably possible.

### SOCIAL DISTANCING

Trinity School at Meadow View is operating on two campuses to allow us to keep about three feet of distance between students in the classrooms. Because the students in each section normally take the same courses, sections will remain together throughout the course portion of the day. (The exceptions are modern languages, transfer Latin, drama, and studio art.)

### MASKS

Trinity School at Meadow View is mask optional for students, faculty and staff.

Regarding mask use at other venues, including sports games or practices, we will follow the host venues' protocols and our sports league's requirements, as well as any requirements of the host teams we are playing.



## DAILY HEALTH CHECKS

We ask that a daily health check be conducted at home by each family. (See Symptom Checklist later in this document.)

## 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.

Students are encouraged to regularly wash hands for 20 seconds, and, whenever they touch something that is likely touched by other people, to try to do so with minimal contact (use elbow or paper towels.)

## LIVE STREAM OPTION FOR STUDENTS AT HOME for COVID-RELATED REASONS

For students who need to stay home for Covid-related reasons (symptoms, isolating, quarantining, being cautious because of a case at school) we are offering a livestream option.

After our spring 2020 experience of distance learning and our 2020-21 school year of hybrid learning, we don't think that six hours of online learning is ideal, especially not for the younger grades. This year, for those at home for Covid-related reasons and feeling well enough to do some school work, we want to provide a mix of live streaming and offline work.

- If only one student in a section is requesting a livestream option, the student's teachers can work with the student's family to decide what this might look like during his or her time at home, including which classes would be best to observe through the livestream and which would work better with an independent assignment done offline.
- If multiple students in a section are livestreaming on the same days, the teacher will decide a common approach for all of them, which could include a livestream of the class, offline work, or the option of a Zoom conversation at another time.
- If a whole section is home for Covid-related reasons, the teacher could offer the option of a Google Meet for all the students in the class.

The teachers will work to get directions for their class period posted through Google Classrooms or the students' Trinity email account by 8:00 am, though there may be delays if the decision to livestream was conveyed that morning.

The links for the live streams or Google Meets are found in the upper left-hand corner of each course's Google Classroom. All students have a trinityschools.org email account and should have received an invitation to a Google Classroom for each of their courses. If you have any questions about the livestream options or if you have any difficulty getting it set up, please contact Mr. Maloney, [tmaloney@trinityschools.org](mailto:tmaloney@trinityschools.org).

Your child's teachers will take into account the decreased ability to participate in class at this time when evaluating his or her semester's work.

Non-Covid-related absences or illness will be handled as they were pre-pandemic.

## MATH AND LATIN HELP

In an effort to better serve students who need additional help in mathematics and Latin, the faculty at Trinity are introducing a two-tiered approach for this year instead of the previous group sessions offered once a week after school. The first tier is to have increased availability for faculty before school, during lunch, and after school. These are opportunities for students to have brief (10-15 minute) sessions with faculty to clarify any issues in understanding.

If a student requires more than the occasional brief session, we are working on creating a peer tutoring program for some of the courses. The plan is to have peer tutors that are Trinity students who have excelled in the math or Latin program and are willing to help younger students in their studies. The student and peer tutor can arrange for a time to meet on campus and work through the material. The peer tutor would also be in contact with the faculty member to understand what material needs to be covered. (Because the seventh- and eighth-grade Latin programs are using a new methodology and book this year, peer tutors may not be as readily available.)

We hope this two-tiered approach will allow for more frequent availability on the part of the faculty as well as an in-house system for working with students who need more assistance in math and Latin courses.

## 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 Road and pull up by South Hall to let students off. Monitors will be present to direct traffic.
- Pick-up will work similarly. Carpools can arrive before 3:05 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 3:05-3:30.
- In all cases, drivers should follow the one-way driveway from Meadow View that ends with a right-hand turn onto Lee Highway.
- 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. PHILIP 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 3:05 p.m. and begin to line-up using the far lane in the main parking lot. Adult 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, to avoid having students wait in the lobby for rides, we may ask them to wait in their rooms. The monitors will notify the students in their rooms when their carpools arrive.

#### FOR BOTH CAMPUSES:

- If a ride comes after 3:30, the students will have been directed to wait in the Study Hall room for their ride.

## SPORTS PROTOCOLS

We will be cooperating with the facilities we rent and our athletic league, the Virginia Independent Schools Athletic Association (VISAA), in determining protocols for sports.

There are no mask requirements for outdoor athletic events at this time.

In late November, VISAA publicized the following regarding winter sports:

- Regardless of vaccination status, all spectators, coaches, players not in the game or match, managers, event workers, statisticians, and media will be required to wear a mask at all times when indoors.
- All regulations reflect a minimum standard and are consistent with current Executive Orders as provided by the Governor's Office.
- VISAA member schools have the right to implement additional safety guidelines when properly disclosed in the VISAA Game Day Contract.
- The VISAA Executive Committee reserves the right to modify these guidelines as deemed necessary at any time during the winter season.

If a host team's or sport's venue's protocols vary from our own, we will note this in the weekly sports bulletins.

## ST. PHILIP CAMPUS

### PARKING

Parents, students or faculty parking at St. Philip's should use the spaces between the far lane and the middle lane. St. Philip's 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.

## STUDY HALL

We are glad to be offering Study Hall again this year, 3:30 p.m. to 5:00 p.m., as a service to our parents and students.

At Meadow View, Study Hall will be held in The Commons. To pick-up their children, parents can pull up in the parking lot just outside of The Commons. The children need to sign out, but the parents don't need to come in to do so. It is enough for the Study Hall monitor to see the parent. If parents ever need to reach the monitor in The Commons, the Meadow View Study Hall number is 571.531.2746.

At the St. Philip campus, Study Hall will be in Hayden Hall when choirs are not rehearsing. Hayden Hall is in the classroom section of St. Philip's, just past door number 3. Because the choirs use Hayden Hall on Wednesday, another classroom will be used for Study Hall that day. To pick children up, parents can let the monitor know they have arrived by calling the Study Hall cell phone number, 571.218.8755, or by walking up to the door or windows and catching the monitor's attention. The monitor will make sure the students sign out before they leave.

In good weather and with the approval of the monitor, students may also have Study Hall outside at either campus.

## SUPPLIES

### ADDITIONAL SUPPLIES TO BE CONSIDERED FOR THIS SCHOOL YEAR

- a water bottle with name clearly labeled
- several masks according to uniform guidelines or commercial grade disposable masks
- In the 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 blanket to sit on in case a class is outside
- a personal pack of tissues if wanted, to avoid use of common items
- personal hand sanitizer

## SYMPTOM CHECKLIST

Parents and guardians, please review this checklist 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, isolation, or other action.

- Does your child have a fever of 100.4°F or higher?
- Does your child have a new cough?
- Does your child have a new shortness of breath or difficulty breathing?
- Does your child have new chills?

- Does your child have a new sore throat?
- Does your child have unusual fatigue or new muscle aches that cannot be attributed to a specific activity such as physical exercise?
- Does your child have a new loss of taste or smell?
- Does your child have nausea, vomiting or diarrhea?
- Is your child congested or has a runny nose?

If the answer is “yes” to any of the above and the symptoms are not attributed to another health condition, 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

- [VDH Algorithm for Evaluating a Child with COVID-19 Symptoms of Exposure](#)
- [FCHD Symptoms of COVID-19](#)
- [CDC Symptoms of COVID-19](#)

## UNIFORM MODIFICATIONS

As part of our health protocols, we will be 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 may also be used.

### 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.

## VACCINES

Trinity School at Meadow View will not be requiring vaccines. A fully vaccinated population does seem to be a useful way to prevent serious illness, allow for a return to normal, and stop the spread of the virus. We recommend that all families consider the recommendations of health professionals and consult with their own pediatrician or family doctor regarding the choice to receive one of the vaccines now widely available.