



JESUS REPLIED,
"TRULY I TELL YOU,
IF YOU HAVE FAITH
AS SMALL AS A
MUSTARD SEED,
YOU CAN SAY
TO THIS MOUNTAIN,
'MOVE FROM
HERE TO THERE,'
AND IT WILL MOVE.
NOTHING WILL BE
IMPOSSIBLE FOR YOU."
MATTHEW 17:20

Trust Jesus!

Continuous Operations Plan 2021-2022

Updated February 2022



TRINITY LUTHERAN
CHURCH & SCHOOL

Anchoring Statements

- God created us to live in community, not in isolation.
- As Christians, we live by faith and not fear, and God gives us wisdom so that we can make decisions that will bless our neighbor.
- Classroom education allows student growth to occur more fully than remote education.
- A sense of normalcy positively impacts the sense of security.
- The physical, mental, emotional, and spiritual health of our Trinity family is important.

Anchoring Priorities for the Return to In-Person Instruction

- A safe and healthy school environment for every student
- A learning environment that allows for academic, emotional, social, and spiritual growth
- A commitment to ministry so that each child grows in their desire for God, love for learning, and service to others
- A commitment to continue partnership with families as we nurture our children in love for God and His people

Overview

Schools serve as an integral component to both student social and emotional development via peer and staff relationships, and in the support of working families and the area's economy. Praise God that we were able to support in-person education last year!

Since we still have national and state concerns with the coronavirus, Trinity Lutheran School will not yet be returning to complete normalcy. School will still look different, but it will be more familiar to what we've had prior to this pandemic. We will still be safe and responsive while keeping in mind what's best for our families and ministry.

We ask that Trinity families, students, and staff remain flexible. Protecting the health of our students may require changes in procedures, based on current recommendations. Situations may arise where adjustments must be made quickly - as such, communication is key. Please promptly and thoroughly read communications from Trinity administration and staff.

To best protect the health and safety of our students, and to the best of our abilities, Trinity will abide by recommendations from the Indiana State Department of Health (ISDH) and the Lake County Health Department (LCHD) and other expert government agencies. Whatever the circumstances, we remain committed to providing a loving Christian environment which supports the whole child. We appreciate your patience, feedback, and support as we continue moving forward in faith!

Mrs. Christine Miller, Principal

The Continuous Operations Plan laid out in this booklet is based on Shallow Covid-19 activity in our community, allowing Trinity to function using a Traditional response.

Covid-19 Activity in Trinity and/or Community	Instructional Model	Response
Substantial	Distance Learning	Short Term Closure - up to 14 days
		Extended Closure - more than 14 days
Stable	Modified Traditional	Facilities Open - Implement mitigation strategies and enhance social distancing with self-contained classrooms, modified schedules, and public health education
Shallow	Traditional	Facilities Open - Implement preventative practices and proactive health and safety protocols

Definition of Close Contact (Close Proximity)

The Lake County Health Officer indicates that, for contact tracing purposes, the state has issued guidelines for when social distancing has not been followed. The following three criteria must be all be true in order for social distancing to be deemed not followed:

- Persons must be within 6 feet of one another, while
- not wearing a face covering, and
- remain in close proximity for a period of time greater than 15 minutes.

Covid-19 Monitoring Checklist

Parents should check for the following with their child each day before school.
(for symptoms unrelated to another medical condition or activity)

- | | |
|--|--|
| <input type="checkbox"/> Temperature of 100.0°F or higher | <input type="checkbox"/> Vomiting or diarrhea |
| <input type="checkbox"/> Sore throat | <input type="checkbox"/> New muscle aches |
| <input type="checkbox"/> New or worsening cough | <input type="checkbox"/> Shortness of breath |
| <input type="checkbox"/> Recent loss of smell/taste | <input type="checkbox"/> Recent close contact with a Covid-19 positive |
| <input type="checkbox"/> Chills/Repeated shaking with chills | |

If your child answers “yes” to any question above, do not send the child to school or any school activities. These symptoms warrant medical evaluation.

Calendar

- The Administration and School Board retains the right to reassign school days as e-learning for medical or non-medical reasons.

HEALTH AND ATTENDANCE

Self-Screening and Observational Screening

- Each household shall be responsible to daily screen the physical condition of its members. If a temperature is 100.0+, or if other unexplainable Covid-19 symptoms are present, the individual should stay home and the absence be properly reported to school administration.
- Parents are to contact school administration by 9:00am to report any absence.
- Parents are to notify the school if the student must be quarantined at home.
- Students found at school to have a 99.0+ temperature will be checked every hour with a non-contact temporal thermometer.
- Students appearing to show signs of illness will remain in the school office, and a parent will be contacted for pick up as soon as possible.
- Even if the student does not have a temperature, but appears sick (cough, runny nose, etc.) the Administration has the right to deny attendance for that day or days thereafter.

Medical Inquiries

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic, more leeway has been given to schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

Student Attendance

- A student absent from school due to a Covid-19 positive or close contact will be recorded as “excused quarantine” absence.
- If the student is able to participate in remote learning while quarantining, no absence will be recorded for that day.

Addressing Covid Symptomatic Issues in School

- Students found at school to have a 99.0+ temperature will be checked every hour with a non-contact temporal thermometer.
 - Students who have a 100.0+ temperature, or are presenting other unexplainable Covid-19 symptoms, will be sent home.
 - Student may return to school after being fever-free for 72 hours without the assistance of fever-reducing medication and/or if other symptoms are not presenting
- OR**
- with a doctor’s exam clearance notice after being fever-free for 24 hours without the assistance of fever-reducing medication and if other symptoms are not presenting
- Students with excessive coughing or sneezing due to non-Covid-19 related medical situations may be asked to wear a mask.

School Isolation Protocols

- Students whose temperature is 100.0 or greater, or are presenting unexplainable Covid-19 symptoms, will be isolated while awaiting pickup.
- The student will be monitored by an office staff member.
- The student and monitoring staff member will wear masks.
- A staff member will collect all student belongings.
- All contaminated areas will be disinfected immediately.

If You Suspect a Covid Infection Added 2/22/22

- Get tested
- Isolate to protect others (stay home when sick)
- Rapidly notify their close contacts if they are positive
- Seek healthcare if at higher risk

Testing Positive Amended 2/22/22

- If a student or staff member tests positive for Covid-19, contact the school for isolation guidance.

Isolation Guidance (per the IDOH) for a person testing positive for Covid-19: Amended 2/22/22

- People who are confirmed to have COVID-19 regardless of their vaccination status or symptoms may need to isolate.
- Contact the school to establish isolation timeline.
- Stay home and isolate from other people 5 full days
- Return to school Day 6 if asymptomatic, or as long as fever free for 24 hours without the use of fever reducing medications and symptoms have improved
- Wear a mask when around others at home, in public and at school Days 6-10.
- Can resume extracurricular activities on Day 6 **ONLY** if able to wear a mask properly at all times for Days 6-10.

Close Contacts (per the IDOH, effective Feb. 23) Amended 2/22/22

- IDOH no longer recommends contact tracing and quarantining in schools.
- If Trinity is made aware of a positive case and potential close contacts, those individuals/families will be contacted by school personnel.
- Contacted individuals/families should diligently monitor for symptoms associated with COVID-19.

Quarantine Guidance Removed 2/22/22 See Close Contacts

Vaccines Amended 2/22/22

- Trinity will not require Covid-19 vaccination for any staff member or student.

Remote Learning

- Remote learning may be utilized for weather closure, individual illness, or widespread illness.
- The closing of in-person learning will occur
 - if we are directed to do so by the LCHD or the State of Indiana.
 - if 20% or more of students are absent due to illness.
- To maintain the integrity of the school calendar and the postponement or cancellation of instructional days, we will move to remote learning as quickly as possible. In order to accomplish this
 - Supplies should be ready for students to use at home (writing utensils, paper, markers/colored pencils, ruler, calculator, etc). Parents should also anticipate the possibility of printing content that especially young students may need.
 - 1st-8th Teachers will use Google Classroom to upload assignments. PK and Kindergarten will use Class Dojo.

PREVENTION PROTOCOLS

Increased Handwashing & Hand Sanitizing

- Teach and reinforce washing hands and respiratory etiquette.
- Practice frequent handwashing and discourage touching the face.
- Have supplies to support healthy hygiene behaviors
- Provide alcohol based hand sanitizing stations at entrances and common areas.
- Students will be advised to clean hands before and after using shared equipment.

Face Masks **Amended 2/22/22**

- Masks will be optional on Trinity's campus for all school activities.

Drinking Fountains

- Drinking fountains will be used only for filling water bottles that students bring from home.

Cafeteria

- Lunch times will return to normal.
- Prohibit food sharing
- Sanitizing stations available in the cafeteria

Strategies for food servers include:

- All food service workers will wear a face mask or cloth face covering, and gloves.
- Frequently wash and sanitize all food contact surfaces and utensils.
- Frequently wash hands and change gloves before and after preparing food.

ARRIVAL & DISMISSAL PROCEDURES

Arrival Procedures

- Prior to 7:15am, Parents will enter through Door F and walk children to Extended Care.
- At 7:15am, the Atrium Doors will be unlocked, and Staff will open Door E for Carline dropoff
- 7:15-7:25am
 - **Option 1 - Carline Dropoff** - Parents will use Carline on the east side of the building to drop students off at **Door E**.
 - **Option 2 - Walk-in Dropoff** - Parents may walk students into the building and drop them off at the security doors (at school office upstairs, at elevator downstairs)
 - Carline doors close at 7:25 so that staff members can get to class.
- 7:30am - Tardy students must be accompanied to the school office by the parent.
- Kindergarten - Any Kindergarten student not dropped off in Carline will be picked up by staff in the Atrium at approximately 7:55am.
- Preschool - Parents will park in the South Lot and use Door F exclusively for dropoff/pickup.
 - During the school day, those using Extended Preschool will enter through the Atrium and continue to the ExPK classroom for drop off/pick up.
- During the School Day - Parents enter through Door A and must accompany students to the office.

Dismissal Procedures



K-8 Dismissal Procedures

- All K-8 will exit Door E. No parents should come in to pick up children unless the child is currently in Extended Care.
- Parents will park in the regular spaces in the East Lot facing the building. **Please do not park along the sidewalk for student safety.**
- Parents may want to stand next to their vehicle to help their child find their car.

Dismissal Timeline (Approximate)

- 2:50pm
 - Cones will be removed from the East Lot.
 - Kindergarten-3rd grade cars enter lot and park facing the building
 - 4th-8th grade only cars please line up on South Street prior to 3:00pm
- 2:55pm
 - Parking lot will be “closed” to incoming vehicles while K-3rd grade is dismissing
 - Kindergarten-3rd grade classrooms will be dismissed to cars.
 - When signaled, cars with all their children will receive the signal to leave the parking lot cautiously, starting with the southernmost cars.
 - Students without a car will wait on the sidewalk with their teacher.
 - Cars waiting for 4th-8th grade students will pull up into vacated spaces, and cars waiting on South Street will be allowed to enter the parking lot.
- 3:00pm
 - Parking lot will be “opened” to all waiting vehicles, and “closed” when all have entered the parking lot. Once closed, newly arriving cars will need to wait on South Street while children are dismissing.
 - 4th-8th grade classrooms will be dismissed to cars.
 - When signaled, cars with all their children will receive the signal to leave the parking lot cautiously starting with the southernmost cars.
- 3:05pm
 - Parking lot will be “opened” for all remaining waiting vehicles.

- Those K-8 students waiting with a teacher on the sidewalk will load into vehicles.
- After all students have loaded into vehicles, cars with all their children will receive the signal to leave the parking lot cautiously, starting with the southernmost cars.
- When dismissal is over, all students who have not been picked up will go to Extended Care.
- After 3:15pm
 - Extended Preschool/Extended Care - Parents will still enter the building to pick up children.
 - Extracurriculars - Parents should use the Northwest Lot for music or East Lot for sports for pickup.