



# **2021-2022 Reopening Protocols**

***All protocols stated here are subject to any directives of the New York State Department of Health, the New York State Education Department, the Governor of the State of New York, the Nassau County Department of Health and/or the Nassau County Executive.***

***Revised: August 30, 2021***

This reopening plan was developed to ensure a safe and educationally sound environment for the students in Holy Trinity Diocesan High School. It relied on input from the Diocese of Rockville Centre, members of the school community, teachers, and administration.

Throughout the 2021-2022 school year, Holy Trinity will:

- Maintain safety protocols recommended by the CDC, the Departments of Health of NYS and Nassau County and the office of the Governor of the State of NY and the County Executive of Nassau County.
- Maintain communication with all local and state authorities.
- Work in every way possible to mitigate the spread of COVID-19.

In furtherance of the desire of the Diocese of Rockville Centre, the DRVC Department of Education, and Holy Trinity to keep all members of the school community safe, the following procedures will be instituted at the start of school:

### **Method of Instruction**

It has always been the belief of the school and the diocese that in person education is the most effective way for students to learn. This belief was tested during the 2020-2021 school year when students were on hybrid and remote schedules for part of the year. The data shows that most students did not thrive under these conditions. Therefore, all students will be in school and in person. There will be no remote instruction provided, except as noted below.

- For students who are quarantined because of COVID, either as positive cases or close contacts, asynchronous assignments will be provided through Google classroom. The student is required to finish and turn in all assignments during the quarantine period. Failure to do so will result in a recorded absence from class.
- Holy Trinity will ensure an open line of communication between students and parents throughout a student's quarantine and that, upon request, a teacher will set aside time to provide help to students who are in need of additional academic support.
- If multiple quarantines become a reality for any one student, the school will provide additional help to that student as necessary.
- If a student is ill or incapacitated for an extended period of time, the school will confer with the parents/guardians to determine the most appropriate course of action to ensure the student's academic needs are met. A doctor's note is required for all extended absences.
- Should circumstances in the school, diocese, county, or state dictate a transition to full remote instruction for all students, Holy Trinity will shift its method of instruction to comply with pertinent directives.

### **Face Coverings**

On August 27, 2021, the Governor of the State of NY directed the Department of Health to mandate universal masking in schools. Holy Trinity must follow all mandates from the NYS Department of Health and NYS Department of Education, in addition to the directives set forth by the Diocese of Rockville Centre Department of Education.

**Therefore, until further notice, all individuals, regardless of vaccination status, must wear an acceptable face covering within the school building at all times when appropriate social distance cannot be maintained. This policy applies to all faculty, staff, students, and visitors.**

Additional information/protocols regarding Face Coverings:

- Acceptable coverings for COVID-19 include but are not limited to cloth-based face coverings and surgical masks that cover both the mouth and nose. Face coverings should be two ply.
- All face coverings must be of a solid color with no logos, designs, or writing (the only exceptions are school-issued masks with the Holy Trinity logo).
- Holy Trinity maintains adequate supplies of approved-face coverings for school staff and for students who forget their face coverings or who need a new one during the day.
- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared and should be properly stored or discarded.
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical or mental health will be permitted to attend school without a face covering as long as appropriate medical documents are provided and accepted by the Diocese after a review of appropriate document(s), such as doctor evaluations by the student's doctor.

### **Social Distancing**

The CDC recommends social distancing in schools and further recommends a distance of 3 feet, if possible. Therefore the following procedures and protocols will be enacted:

- All faculty, staff, and students shall practice social distancing, especially in common areas such as the cafeteria, theatre, chapel, library, and in hallways whenever possible.
- Classrooms and other instructional areas will be set up to allow for as much social distancing as practical (3 feet when possible).

### **Lunch**

Students will eat in the Titan Cafe among other spaces when necessary (5th Floor Retreat Center, Mother Teresa Room, etc.). Seating will be arranged to allow for appropriate social distancing. Seating charts will be maintained and students will not be allowed to move their seat without administrator approval.

### **Visitors to School:**

Only essential visitors, including parents/guardians, will be permitted into the school buildings. Essential visits consist of:

- Pre-scheduled meetings that cannot be handled virtually. Parents/guardians will be provided the opportunity to meet with school personnel virtually if they choose, however, in-person conversations are the most effective method for important issues.
- Picking up of sick or injured persons.
- Other visits deemed essential by the school administration.

The following protocols and procedures will continue to be required of all visitors to schools:

- All visitors will be asked to contact the school to schedule an appointment prior to their visit if practical
- Visitors and contractors must adhere to the mask policy.
- Visitors will be encouraged to clean their hands with sanitizer prior to the check-in process.
- Visitors shall not enter the building if they are feeling unwell, displaying any symptom associated with COVID-19, or have been exposed to an individual who has tested positive.

### **Transportation:**

Holy Trinity students must follow the protocols of their local school districts with respect to transportation. All bus occupants must wear a face covering before entering buses and must keep them on during the entirety of the time they are on the bus, until such time as mandates for mass transportation have been rescinded by New York State.

The following protocols and procedures will continued to be implemented on the buses that are operated by Holy Trinity:

- Additional face coverings will be available on all buses.
- Drivers will sanitize touch points after each trip.
- When possible, bus windows will be kept open. Buses will be loaded back to front.
- Buses will be fully cleaned and sanitized at the end of the day.
- Drivers will maintain a passenger log for each run to assist with contact tracing.
- Siblings may sit together, all other students will be socially distanced as much as possible.

### **Extracurricular Activities, including Interscholastic Sports**

Participation in extracurricular activities and interscholastic sports is vital to the social and emotional health and well-being of our students. Therefore, it is the intent of Holy Trinity to provide the normal complement of extracurricular activities and interscholastic sports for students as long as no State or County Agency prohibits them.

All interscholastic sports will be conducted in accordance with the regulations and safety protocols established by the New York State Catholic High School Athletic Association and the NYSPHSAA..

Holy Trinity will monitor clubs and activities which interact with outside agencies and/or facilities, including field trips.

### **School Closure**

The school will continue to prepare for situations in which the school building needs to close due to a significant number of students or staff testing positive for COVID-19 or if it is directed

to do so because there is a considerable regional increase in COVID-19 cases. Holy Trinity's administration will consult the Department of Health and the Diocese of Rockville Centre when making such decisions. The school may choose to modify operations prior to closing to help mitigate a rise in cases.

### **Procedures for Suspected and Confirmed Cases**

Unless additional guidance is provided by the Nassau County or New York State Department of Health or the New York State Education Department, Holy Trinity will follow these procedures if symptoms are evident while school is in session:

- The school nurse will evaluate employees and/or students, who show symptoms of COVID-19 while in school.
- If the nurse determines that the employee or student has symptoms of COVID-19, the employee or student will be isolated until they can be transported home. These isolation areas will be closed off and not used before they can be cleaned and disinfected.
- If the individual is a student, the parent/guardian will be contacted so that the child can be picked up as soon as possible.

Sick staff members and students will be advised not to return until they have met the Department of Health criteria, which may include documentation from a health care provider following evaluation and/or release from isolation (provided by the Department of Health). Persons who had close contact with a person diagnosed with COVID-19 will be advised to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms, they will be instructed to follow appropriate CDC guidance for home quarantine.

In the event that the school is notified of an employee or student who was exposed to COVID-19 and are quarantined by the Department of Health, or if a family member has been diagnosed with or presumed to have COVID-19 and/or is being isolated, the following procedure will be followed. The following protocols may be adjusted, depending on regulations promulgated by the Department of Health:

- Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 will be instructed to self-quarantine at home for 10 days.
- The custodial staff will be informed so that all desks, lockers and workspaces of the person are thoroughly disinfected.
- Holy Trinity will report the case to the Nassau County Department of Health and the school will follow all the protocols established by the Nassau County Department of Health including contact tracing according to the guidelines established.

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC and their return is coordinated with the local health department.

## **Contact Tracing**

Any instances of COVID infection will be reported to the Nassau County Department of Health and contact tracing will be conducted immediately. If any student or staff member comes into close contact with an infected person, the following quarantine procedures are required, pursuant to the Nassau County Department of Health and CDC for COVID-19 Prevention in K-12 Schools/CDC as of August, 2021:

“Close Contact through Proximity and Duration of Exposure: Someone who was within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for discontinuing home isolation. Exception: In the K–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory confirmed or a clinically compatible illness) if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time.

Except in certain circumstances, people who have been in close contact with someone who has COVID-19 should quarantine. However, the following people with recent exposure may NOT need to quarantine:

- People who have been fully vaccinated
- People who were previously diagnosed with COVID-19 within the last three months”

## **Health and Hygiene**

Holy Trinity is committed to providing the safest learning environment for staff and students. Therefore:

- Faculty and staff will be directed to stay home if they are sick.
- Parents/guardians will be encouraged to keep sick children at home.
- Holy Trinity will continue to support training of our nurses through the Hicksville School District. As of this date, all district Nurses as well as other key school employees have completed the course “COVID-19 Contact Tracing” given by Johns Hopkins University.

Additionally, the school building will be managed using the following protocols and/or procedures:

- Sanitizing supplies will be provided in each classroom and common area.
- Signage for handwashing, distancing recommendations, wearing of face coverings will be posted.
- Sharing of supplies, lab equipment, and manipulatives will be limited whenever possible.
- Alternative spaces, including outside, will be used to accommodate larger instructional groups if necessary.

- Additional receptacles will be placed in classrooms and common areas for the disposal of soiled items including PPE.
- Classrooms will be cleaned and disinfected each night.
- Traffic patterns will be reviewed to promote distancing in hallways.
- The number of people in restrooms will be restricted.
- Frequent cleaning of bathrooms will be done throughout the day.
- High touch areas of the buildings will be cleaned and disinfected frequently each day, including, but not limited to door handles, rails, counters, tabletops, bathroom fixtures, trash cans, water fountains and cash registers.
- Cleaning and disinfection training will continue to be provided to all custodial employees.
- Cleaning chemicals used in the workplace will comply to all OSHA standards and be safe to use in schools. Staff will be discouraged from using other worker's phones, desks, offices or other work tools and equipment whenever possible.
- Hand sanitizer dispensers and disinfecting wipes will be available near shared equipment.
- When videoconferencing is not possible, meetings will be held in open, well ventilated spaces with a minimum of 3 feet distancing between participants.
- Conference rooms will be disinfected on a daily basis at a minimum if they are used.
- Each conference room will have disinfectant wipes or spray and employees will be encouraged to wipe down all surfaces and equipment (for example: mouse, keyboard and phone) touched when the room was in use. Alcohol based hand sanitizer will be available through the school building.

### **Safety Drills**

Conducting drills is an important part of keeping students and staff safe in an emergency, however, steps will be taken to minimize the risk of spreading infection while conducting drills. Holy Trinity will ensure that all students and staff are receiving instruction in emergency procedures and participating in drills where they are in attendance.

All state required drills will be conducted. Regardless of the modification used when conducting a drill, students will be instructed that if it was an actual emergency that required evacuation or lockdown the most imminent concern is to get to safety. Maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority, however, drills may be conducted on a staggered schedule where classrooms evacuate separately rather than all at once and appropriate distance is kept between students.