



**Reopening Plan 2020**  
**Trimont Christian Academy**  
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## Introduction

This reopening plan will serve as the template for Trimont Christian Academy's plan to resume in-person instruction beginning Monday, August 17, 2020. This plan has been put together in good faith with much prayer and discussion, knowing that no plan is fool proof, but understanding that what's best for a student's educational, spiritual, social development and mental health is to be around his/her peers and in a setting that can help them develop and grow. TCA staff are planning for in-person instruction as well as distance learning, should a situation arise that warrants distance learning. Your student's teacher will communicate what distance learning will look like should it be warranted.

This plan to move forward is not one that has been taken lightly. The health and safety of our students and staff is and always will be a top priority. It is our belief that what is outlined in this document are common sense protocols that will allow learning and growth to occur. At this time, we believe that masks are to be left up to parents to decide what is best for their student. Masks for staff will be an individual staff member's decision. We ask that all families and staff respect the individual's decision to wear or not wear a mask. Some staff help take care of elderly family or individuals with health conditions. If a staff member prefers masks be worn at certain times, we will be honoring that request. The school does reserve the right to change this stance in the event of community developments that warrant the need for masks or face coverings.

- **We ask that students in 3<sup>rd</sup> grade and above bring masks to school for classroom group activities when social distancing is not possible.**
- **Middle School students (6<sup>th</sup>-8<sup>th</sup>) will be required to wear masks when attending Mrs. Jackson's classroom, unless class is able to meet outside or in a setting that allows for social distancing.**
- **Masks should be plain or simple in design, with no writing, unless it is a Christian-themed mask.**

## Arrival to and Departure from School

- To reduce crowding upon entering the school:
  - All staff should arrive between 7:15 am and 7:30 am. This includes staff with TCA students, no matter if they are in the preschool or K-8 program.
  - K-8 students with last names A-K should arrive between 7:30 am and 7:40 am.
  - K-8 students with last names L-Z should arrive between 7:40 am and 7:50 am.
  - We ask that K-8 families, unless on staff, not enter the building through the second security door.
  - All students will be subject to a short health questionnaire and temperature check upon arriving at school.
  - Health Questionnaire, conducted by Mr. Rodewald or Mrs. DuChemin, will ask the following questions:
    - Has your student or any member of the family been experiencing any of the following symptoms?
    - Does any person in your family think he/she could have COVID-19?
    - Has any person in your family tested positive for COVID-19?
    - Is any person in your family awaiting the results of testing for COVID-19?
    - Current symptoms of COVID-19 include fever, cough, shortness of breath/difficulty breathing, chills, loss of taste/smell, headache, sore throat, and vomiting/diarrhea.
  - As listed in our family handbook, no student should be at school if he/she is experiencing any of these symptoms: temperature above 99.9, has not been fever free (without the use of medication) for a minimum of 72 hours, experiencing vomiting or diarrhea, or has not been free of vomiting or diarrhea for 72 hours. **This document reflects a change from 24 hours to 72 hours, as recommended by health department professionals.**
  - If a parent needs to meet with Mrs. DuChemin or a teacher, we ask that a meeting be set

up over the phone or email for a time that does not occur between 7:30-8:00 am and 2:45-3:20 pm. Mrs. DuChemin will have extra duties during these times that are not normal during a typical school day and will need to be available to carry out those duties.

- Upon entering the school, students and staff will be asked to sanitize their hands.
- Upon entering or exiting a classroom, students and staff should utilize the hand sanitizer stations located in each classroom.
- At the end of the school day, students will be asked to use the hand sanitizer when leaving class.
- To reduce crowding during dismissal:
  - K-8 students with last names A-K, should be picked up between 3:00 pm and 3:10 pm.
  - K-8 students with last names L-Z should be picked up between 3:10 pm and 3:20 pm.
  - Dismissal will be supervised by Mr. Rodewald.
  - Dismissal will be at the coned area outside the WEST second door by the Kindergarten room.

## Movement around School

- All non-essential movement around school should be avoided.
- Some areas of the school will become one-way.
  - The traffic pattern in school will be as follows: main entrance towards the Chapel, turn right at the Chapel, then turn right at the Computer Lab, and then right at Kindergarten. This traffic pattern should be utilized at all times, no matter the location of your classroom.
  - Yellow “duct tape” arrows will be placed on the floor to remind everyone of the traffic pattern.
  - Outside of a school emergency, the stairwell by Room 203 and Room 103 will be for traveling downstairs. The stairwell by the Computer Lab and Room 110 will be for traveling upstairs only.
- Staff are expected to help guide students during a time of transition.

## Learning Plan

- Students will be taught in their normal classroom settings.
- Distance Learning is an option. A family should set up a meeting with Mr. Rodewald ASAP to discuss what this will look like.
- K-5<sup>th</sup> grade students will be in self-contained classes, as normal.
- Middle school (6<sup>th</sup>-8<sup>th</sup>) will be changing to a block schedule to limit the number of times transitioning in the hallway. Middle school students should avoid congregating at lockers, especially knowing they must follow the traffic pattern going from class to class.
- Homework will continue on a regular schedule and expectation, as listed in the family handbook.
- Social distancing will be encouraged in all classes, as best as possible.
- PE lessons will be outside, weather permitting, as much as possible. PE lessons will incorporate social distancing, as best as possible.
- ART classes will no longer utilize communal supplies. Each student will have his/her own shoebox of supplies. TCA has taken care of ordering all needed supplies at a bulk rate and will charge families, accordingly, a small art fee to cover the cost of their student’s supplies, either \$20 or \$25, depending on if their student had the following items last year: sketchbook, 6x6 canvas, and 11x14 canvas.
- Computer classes will function in the same format with enhanced sanitizing occurring between classes.
- Spanish classes will meet in the Chapel on Fridays as normal.
- Every night, staff will sanitize their classrooms upon leaving.
- On Fridays, janitorial staff will spray every classroom with a hospital-grade sanitizer that will remain throughout the weekend.
- Chapel schedule will be as follows: 3<sup>rd</sup>-8<sup>th</sup> grades from 8:05 to 8:40 and Kdg-2<sup>nd</sup> from 8:45 to 9:20. This schedule is subject to change as we see what schedule works best.

- After School Clubs for the Fall may be postponed or limited in size. Spring Clubs will be offered in February, if allowed and doing so can be done in a safe manner.
- After Care will be available every day. **We do ask that, if possible, all After Care students be picked up by 5:15 pm Mondays-Thursdays and by 5:00 pm on Fridays, giving Mrs. Lisk extra time to disinfect and sanitize all surfaces.**

## Administration and Teacher Assistants

- Administration (Rodewald, DuChemin) and Teacher Assistants (Ballew, Rhinehart) can and will be used at times to help give staff a bathroom break or assistance as needed.
- Social distancing, if possible, should be maintained at all times.
- If monitoring an ill student waiting to be picked up, the sick student and staff will be encouraged to wear a face mask.

## Break Time Plan

- Staff will work together to stagger bathroom and hallway breaks to eliminate congestion as much as possible.
- When possible, students will go outside for breaks and maintain social distancing.
- Recess will occur as regularly scheduled with teacher(s) supervising and reminding students of proper behavior and expectations.
- When weather excludes recess from happening, staff will use their classroom, the gym (if available), or the Chapel (if available).
- Students will be asked to properly wash hands with soap and water after using the bathroom and having recess.

## Lunch Time Plan

- At this time, we do not know exactly what the health department will be requiring the cafeteria to do in order to resume lunch service.
- Lunch time will begin the school year in your student's classroom at his/her designated lunch time.
- If possible, a schedule might be set up to rotate classrooms to eat downstairs after the first few weeks of school.
- Families are encouraged to pack lunches for their students.
- If lunch service does resume in August, all school lunches will be pre-packaged and delivered to your student's classroom.
- A lunch menu will be developed to help eliminate waste. Because lunches will be pre-packaged, a student will not be able to pick and choose what goes in the to-go container.
- Cafeteria staff will maintain social distancing, as best as possible, when working in the kitchen.
- Students will be asked to wash hands with soap before and after having lunch.

## Cleaning

- Classroom staff will disinfect and sanitize classrooms on a daily basis before leaving for the day.
- Bathrooms will be cleaned by janitorial staff several times a day.
- All railings will be wiped down several times a day.
- Door handles to classrooms will be wiped mid-morning, lunch time, and at the end of the day.
- K-5 classroom desks will be wiped mid-morning, prior to and after lunch, as well as at the end of the day.
- Middle school desks/tables will be wiped in between class blocks.

- On Friday afternoons, a hospital grade sanitizer will be applied to all hard surfaces in classrooms, bathrooms, hallways, and stairwells.

## Finances

- Tuition will be billed monthly as described in the TCA Finance Agreement.
- Tuition rates will remain the same, whether a student participates in in-person instruction or a family opts for distance learning.
- TCA plans to still host the Read-a-thon (Fall) and Feed the Need (Spring) as means to raise needed funds for the PTO and the school's general fund.

## Expectations in the Classroom

- K-5 staff and students will use hand sanitizer upon entering the classroom.
- Middle staff and students will use hand sanitizer upon entering and leaving the classroom.
- Staff should wipe their keyboard and mouse at the start and end of each day.
- During Computer Lab use, students should spray their keyboard and mouse at the start and end of use.
- Where applicable, all classrooms will have socially distant fixed seating and students must sit in the same place at all times. Desks and chairs must not be moved from their location.
- To maximize social distancing, teachers should avoid movement during lessons and stay near the screen.
- Weather permitting, windows can be left open during class time unless it disrupts learning.
- Group activities and any close contact between individuals should be avoided. Masks may be required for group activities.
- Personal items and supplies should not be shared.

## Student Expectations

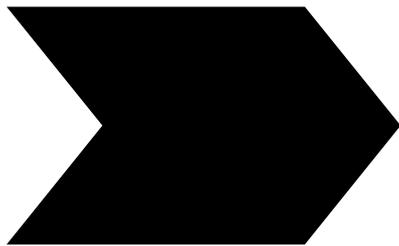
Students must only attend school if they or a member of their household do not have multiple COVID-19 related symptoms.

When attending school, students must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

- Arrive to school and depart at the designated time. Do not congregate in school at the end of the day.
- Use a sanitizer to disinfect hands on entering and leaving school, as directed by your teacher, and whenever soap/water is not easily available. Wash hands with soap regularly during the day.
- Avoid physical contact when possible. When possible, avoid hugs, shaking hands, etc.
- Be respectful of students when it comes to masks and other personal protection equipment. This is a family decision and it will be respected at all times.
- In the classroom, sit in your assigned seat. Do not move the table or chair, unless directed by your teacher.
- Maintain a safe distance from others between and during classes.
- Do not share belongings with others.
- In Computer Lab, wipe/spray the keyboard and mouse at the beginning and end of use.
- If distance learning, you are expected to be in uniform and logged into your class at the times designated by your teacher. You will receive breaks when your class uses the restrooms, attends specials, during lunch time, and recess.

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## Actions if a student or staff member shows COVID-19 symptoms



Student or staff member displays COVID-19 symptoms.

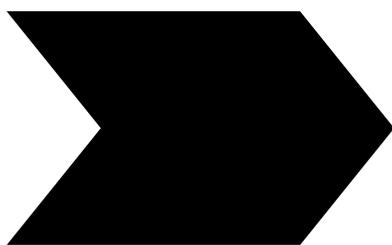


Sent home and advise to self-isolate for 7 days.  
Household members should self-isolate for 14 days.  
Encourage to get tested.



If test is negative, return to school and household ends self-isolation.  
If test is positive, move to 'confirmed case' scenario.

## Actions if there is a confirmed case of COVID-19 at TCA



Student or staff member tests positive for COVID-19.



Individual receives medical advice and/or treatment.  
Class or group sent home and told to self-isolate for 14 days. Distance Learning initiated.



If other cases are detected within the school, report to health department who will investigate and advise.

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