

# Safe Return to In-Person Instruction plan For Trinidad School District #1

Including plans for:  
Fishers Peak Elementary School  
Trinidad Middle School  
Trinidad High School

# **Fisher's Peak Elementary School's Hybrid Plan**

## **Screening of Staff**

All staff will be screened upon arrival to school each day and dismissal at end of day.

The checklist from Colorado Department of Education will be utilized for both students and staff.

## **Buses**

Buses will run as per guidelines set by the Health Department and Bus Director. Social distancing and masks will be required.

Students will be seated on every other seat. Students in same families will be allowed to sit together.

Parents and/or guardians will be required to take students to the bus stop each day. They will be required to sign a form agreeing to do this.

All students will be screened prior to loading buses.

## **Morning Dropoff**

*Upper loop* - Buses - students will be screened by staff as they get off bus, enter the building through the front door or class door and will report directly to class

*Lower loop* - Dropoff - students will be screened by staff at the car. They will enter the building through the gym and will report directly to their class.

## **Water**

Students will be asked to bring water bottles to school each day. Bottled water will be provided for students and staff, if need be.

Three water stations will be available in the gym, teacher's lounge and near fountain by library.

## **Breakfast**

Breakfast will be served in the classroom.

Most items will be pre-packaged and trays will be disposable.

## **Recess**

Recess will be staggered by grade and location (front grass, playground, field, cafeteria grass).

Students will not use playground equipment.

Doors will be propped open while students enter and exit to the playground.

## **Classroom Size**

About 10-12 students per classroom. All students will remain with their cohort group throughout the day.

Desks will be separated by 6 feet.

Additional staff will clean throughout the day.

Teachers will rotate/students remain in class all day. Students will have 4 teachers per day at a maximum.

Ventilation? Windows open, not classroom doors (this is a security issue).

## **Restroom**

Restrooms will be grouped by grade. This will be approximately 60 students per restroom.

*Hall A:* First & Second grade

*Gym bathroom:* Kindergarten & Third grade

*Hall B:* Fourth & Fifth grade

Classes will be staggered on bathroom times.

Students will wash hands in the restroom and use sanitizer at the bathroom.

Restrooms will be cleaned every two hours throughout the day.

**Student Flexible Cohorts (subject to change) Teachers will split their cohorts**

Group A: Monday/Tuesday This is approximately 175 students and 43 staff members.

Group B: Wednesday/Thursday This is approximately 175 students and 43 staff members.

On-line Option for students with underlying health conditions, elderly parents or grandparents, etc.

Students and staff will switch to on-line for two weeks, if exposed to virus.

**Masks**

Masks will be required by all students & staff. This includes district staff that may visit the building.

Masks will be provided for those who need one.

Lanyards will be used to hold masks while students eat & play.

Goggles will be worn by all staff members throughout the day.

If a student is not able or willing to wear a mask to school, they will be taught remotely.

**Learning**

New pacing maps need to be created.

Remote learning will take place on Fridays. All students will remain home on this day.

Staff will be required to work on site.

**Lunch**

Lunch will be served in the classroom. Teachers will be relieved by other staff members on non-duty days.

*1st Lunch:* K-1 11:15

*2nd Lunch:* 2-3 11:45

*3rd Lunch:* 4-5 12:15

Most items will be pre-packaged and trays will be disposable.

Students will be taken to recess @ scheduled times. One grade at a time will play outside for recess.

### **Specials**

Students will be grouped by cohort and divided between the 4 specials (PE, Music, Art, & Computers)

No equipment will be shared. Assigned equipment in art. Teachers will rotate to classes, if need be.

### **Dismissal**

Transport students will be dismissed and report to the front of the school

*Upper Loop: K-2*

*Lower Loop: 3-5*

Bus students will be released by grade from the office and brought down the hall & to the bus by the classroom teacher.

### **Isolation Room**

A specific room will be designated as an isolation room for students/staff that become ill during the day.

### **Visitors**

Visitors will not be allowed in the building. Students being picked up will be brought to the door by staff for early dismissal.

## Trinidad Middle School's Hybrid Plan

Trinidad Middle School will follow all guidelines set forth by our local and state health departments as well as the Colorado Department of Education. Additional precautions may be implemented for the health, safety and well-being of our students and staff.

Students will attend in person instruction two days per week and MUST attend on their assigned days due to physical distancing requirements. The remaining three days will be remote/online learning. Full remote/online learning will be provided to families who choose this option. Student attendance is required for both in-person hybrid and remote learning days. Students will follow the Trinidad School District #1 attendance policies including the Colorado Compulsory Attendance Law. Please be aware that our current educational plan may change as the school year progresses. Be prepared to pivot to full time, remote instruction for a class cohort or entire school in the event of a COVID-19 incident. In the event of a shift in the COVID-19 pandemic, our school may pivot to full time, in-person instruction.

### TMS In-Person Schedule

1<sup>st</sup> Period 8:00-9:00 a.m.

2<sup>nd</sup> Period 9:04-10:00 a.m.

3<sup>rd</sup> Period 10:04-11:00 a.m.

Lunch A 11:00-11:30 a.m.

4<sup>th</sup> Period 11:04-12:00 p.m.

Lunch B 12:00-12:30 p.m.

5<sup>th</sup> Period 12:34-1:30 p.m.

6<sup>th</sup> Period 1:34-2:30 p.m.

7<sup>th</sup> Period 2:34-3:30 p.m.

Advisory 3:34-4:00 p.m.

1. **Staff Screening:** All staff will be screened upon entering the building each day, including, but not limited to, temperature check and COVID-19 screening questions. A daily log will be kept with employee information in the event that contact tracing is requested.
2. **Visitors to the School:** In order to minimize the amount of visitor traffic in the building and for the safety and well-being of student and staff members, any in-person school related business will be kept to minimum. The school facility will be secured throughout the school day. Deliveries to the school will be intercepted outside the school when possible. Parents picking up their child/children from school during the day will remain in the main entrance foyer while waiting for their child/children to be dismissed. Students will be directed to the main foyer area where parents will intercept their child and complete the sign out sheet. In the event parents/guardians/visitors must come into the building to conduct school related business, they will be screened upon entrance. The screening will include but not limited to, temperature

check and COVID-19 screening questions. A daily log will be kept with visitor information in the event that contact tracing is requested.

3. **Hybrid Student Schedules:** Students on their designated day (Monday, Wednesday – Group A and/or Tuesday, Thursday – Group B) will attend in-person instruction as a regularly scheduled day (8:00 a.m. – 4:00 p.m.). Cohort Groups will be assigned alphabetically, while considering multiple student households. On days when students are not receiving in-person instruction, they will be required to complete remote learning, including on Fridays between September and January.
4. **Electives: Physical Education-**The Health Education Curriculum will be implemented when outdoor activity is not feasible. Students enrolled in Band and Choir will continue to work on music theory lessons. Art students will be required to have their own supplies. Students will not be allowed to share Art equipment or supplies.
5. **Meals:** Breakfast will take place in individual classrooms. Lunch will take place in the cafeteria with the proper spacing guide lines. Items will be pre-packaged and served on disposable trays. Water fountains will not be available to students or staff. Students and staff members will be encouraged to bring their own water bottle for hydration during the school day. Students will be reminded and encouraged to wash their hands and use hand sanitizer before and after breakfast and lunch.
6. **Passing Periods and Breaks:** Students will have staggered passing periods by grade level and students will utilize one directional hallways when possible while maintaining the 6' social distancing requirements. Restroom breaks will also be scheduled for students throughout the day with mask requirements and distancing guidelines. Restrooms will be cleaned and sanitized a minimum of every two hours. Hand sanitization stations will be available outside each restroom area. Students will be reminded and encouraged to wash their hands and use hand sanitizer during restroom breaks.
7. **Lockers:** Lockers will not be available and/or utilized by students. Students will be required to keep their supplies/backpacks/lunches/etc. with them throughout their designated school day. Students' backpacks will be subject for inspection and may only contain the designated school supplies that are required for each grade and class.
8. **Student Drop Off:** Drop off will take place in the following locations: 6<sup>th</sup> Grade will enter the building through the sixth-grade hall entrance, 7<sup>th</sup> Grade students will enter the building through the main entrance and 8<sup>th</sup> Grade students will enter the building through the gym. All designated entrances will be labeled. Upon arrival to the building, students will have their temperature checked and answer COVID screening questions. Staff Screeners will be equipped with the necessary Personal Protective Equipment (PPE). Once students have been screened, they will receive a band with the date on it for their wrist and will directly report to their first

period classroom. Students and staff may be subject to additional screenings throughout the school day. Any student whose temperature is at 100 degrees and/or has any COVID related symptoms, will be placed in the isolation room and their parent/guardian will be contacted. Student will remain in the isolation room while waiting for parent/contact pick up. Any student(s) whose family members are experiencing COVID-19 related symptoms should stay home.

9. **Student Pick-Up/End of Day Dismissal:** Staggered dismissal of students. Students will use the closest exit to the location of their classroom when leaving the building.
  
10. **Personal Protective Equipment:** Mask will be worn by students and staff at all times, while in and out of the building with the exception of written, medical documentation. Masks will be provided if students, staff, or visitors need one. Lanyards will be provided for all students and staff to secure masks while students and staff are eating. Staff members will wear protective goggles or face shields during the school day.
  
11. **Classroom:** All classrooms will adhere to the recommended spacing to reduce disease transmission. All instructional classroom can accommodate 10-24 people. (10-24 students: 1 teacher). Desks will be spaced 3'-6' apart in order to conform to social distancing guidelines. Students will be consistently reminded of the social distancing rule. All classrooms will have a hand washing and/or a hand sanitization station for use by students and staff. Students will be reminded and encouraged to wash their hands and use hand sanitizer throughout the school day.
  
12. **Cleaning and disinfecting:** All areas of the building will be routinely cleaned and sanitized daily and a log will be maintained by custodial staff. Instructional staff will be required to assist in the sanitization process by wiping down high touch areas (desks, books, door knobs, light switches, etc.) between classes and at the end of the day. We will continue to reinforce proper hand washing and sanitizing as well as no facial touching.
  
13. **Ventilation:** When possible, windows will be open in classrooms and common areas in order to allow for ventilation. The current HVAC system is designed to allow for fresh air circulation at all times.
  
14. **Potential Outbreaks and Exposures:** If a student becomes ill during the day, they will be placed in a designated isolation room within the school. Students will remain in the isolation room and parents/guardians will be called to pick up their student. Staff members who are ill will be sent home. If a student or staff member tests positive for COVID-19, the school will be a time period set forth by the Las Animas County Health Department. This will allow for maintenance staff to thoroughly clean and sanitize the school facility as well as proper time for contact tracing to take place.

15. **District Transportation:** The district's director of transportation will follow all guidelines established by our local health department and the Colorado Department of Education.



Trinidad High School Reopening Plan  
2020-2021

**Hybrid Learning:** Hybrid Learning are times and periods in which there is a direct threat, not to the District, but to the community at large. If there is an increase in COVID 19 cases in our community, if there are people who have been exposed or tested positive in the school system etc. Additionally, the Plan is in support when mandates or guidelines issued by the state or the Department of Health that we need to increase our efforts to curtail the virus.

**Department of Health/District Guidelines**

Students and employees will be required to wear masks as well as screen temperatures in a controlled environment before/during the school day. Students and Staff must have a doctor's note in order not to wear a mask.

**Instruction**

To adhere to requirements for physically distancing of students and staff, half of our students will attend school Monday/Wednesday and half on Tuesday/Thursday. Students will be assigned to an "A-Day" or "B-Day" cohort based on grade levels and other considerations such ELL and high need students. Siblings will be assigned to the same cohort. Students will receive direct instruction, individualized feedback and a chance to connect as a community two days a week in person. Remote instruction with teacher and paraprofessional support will be provided on the other days.

Attendance will be graded and assessed on a student's ability to log in to classes, complete material and engage with a teacher. Students will still be required to report to school as well as complete current educational material which will be graded with the same expectations as in-class instruction.

Students/employees that are high risk or not wanting to attend in person will move to Extended Remote Learning.

Students taking certain TSJC courses may/will attend TSJC for instruction. While at TSJC the students will follow the protocols set by the college. If attending a class on the TSJC campus, the student will remain on remote learning in order to not have crossover contact with other students and staff at Trinidad High School.

**Student Handbook:**

All students will review the Trinidad High School Handbook. Students must follow the building procedures.

**Class Size**

Class size will range from 10 to 15 Students.

**Student Interaction**

Social distancing will become more structured. Students who are in school may have a modified schedule for the entire day.

Student interactions during non-instructional time, such as breakfast, and lunch will be limited to smaller groups of students who will run on a schedule. Breakfast and lunch will be served in the

classrooms monitored by the teacher.

### **Student Precautions/Support**

Students will be required (9-12) to wash their hands before class starts, at lunch, after lunch and before leaving for home. A staggered schedule will assist the students in washing their hands. All students will be encouraged to bring their own water containers. There will be a touchless water fountain available to refill your water bottles.

### **Restrooms**

One set of restrooms will be available for students in each wing of the building. The number of stalls available will be restricted. The TLC building will use the restrooms in their area. Restrooms will be available in the gym. All students must use the restroom attached to the locker rooms. Athletic locker rooms and restrooms are off limits to students.

### **Isolation**

If a student or staff member becomes ill during the day, they will be placed in isolation. A room will be designated for isolation and parents will be called to pick their student up. Staff will be sent home.

If a positive test occurs the school will be closed for 72 hours or the time set by the health department. This will give the custodians time to sanitize the school.

### **Attendance**

Attendance is mandatory. Students will be required to follow the Trinidad School District #1 attendance policies including truancy regulations.

### **Employee Precautions/ Support**

Employees will be expected to report to work daily and assist students with instructional objectives and other areas as needed. Teachers will be required to help sanitize their rooms throughout the day. This will require the teachers to sanitize their rooms after each class period. Wipe down the desks, books, and door knobs after each period.

### **Schedule Structure**

Students will be allowed to enter the building at 7:30 AM.

ALL students may be able to have lunch every day whether they have an instructional day or an at home day. Some classified employees may be completely reassigned for screening and containment efforts.

All staff will be required to wear masks.

ELL and special needs students may continue with instruction in the same manner as open campus. High school students may or may not have blended learning days.

There will be days in which the entire school is utilizing distance learning to disinfect the facility. These may occur in one, two or four day increments.

Staggered passing periods for students in school will be utilized with one directional hallways. All

students and staff will be required to follow social distancing during passing times.

### **Common Use Areas: Cafeteria, Gym, Library**

Strict social distancing and scheduling will still allow students access to these areas, however, it will be in small numbers and on a scheduled basis which may not be daily. High School students will be required to stay in their class groups during breakfast and lunch with teacher supervision.

Common areas of the school may be off limits to students throughout certain times of the day for disinfecting and cleaning.

All shared equipment, such as books, P.E. equipment will be limited. Locker use is prohibited for all students.

### **Sanitation Procedures**

Ongoing disinfecting with deep cleaning processes. Custodians will focus on cleaning and disinfection processes. School may be closed during short periods of time to ensure adequate sanitation. Mainly on Friday as the students will be in full remote learning.

### **Screening procedures**

Screening is key to minimizing possible transmissions of COVID-19 at school or during school related activities. The following are guidelines to follow regarding screening of students during the school year. Screening for public schools will be a three tiered process. 1. The screening continuum will be to highly encourage screening of students in the home setting. 2. The screening will be on the bus. At this time, the district is considering the implementation of bus assistants who can help screening. 3. School staff will be trained to visually check for symptoms as well as take temperature and a screening questionnaire if it is deemed that a student needs to be screened at school. If students do not ride a bus, the home and school screening will be part of the continuum.

Trinidad students 9-12 with the last name beginning with A through M will attend on Monday and Wednesday. They will go through screening procedures before entering the building. Students with the last names beginning with A through E will report to the South East doors located by the Math wing too be screened. Students with the last name beginning in F through M will report to the South West doors located by the ELA wing to be screened.

Once the student has passed the screening they will receive a band with the date on it for their wrist and will directly report to their first hour classrooms. Before enter their classes each student is to wash their hands. Each student is to maintain social distancing while in the building and classrooms.

Trinidad students 9-12 with the last name beginning with N through Z will report to school on Tuesday and Thursday of each week. They will go through screening procedures before entering the building. Students with the last name beginning with N through S will report to the South East doors located by

the Math wing to be screened. Students with the last name beginning with T through Z will report to the South West doors located by the ELA wing to be screened.

Once the student has passed the screening they will receive a band with the date on it for their wrist and will directly report to their first hour classrooms. Before enter their classes each student is to wash their hands. Each student is to maintain social distancing while in the building and classrooms.

Friday will be used to call students in to discuss any assignments and to help with any Social and Emotional issues. This will be done in small groups following all social distancing requirements.

### **Visitors/ Itinerant Staff:**

Trinidad High School is frequently visited by outside people whether they are parents or service providers. This section outlines the protocols for entering the building for visitors and itinerant staff.

1. Parents or will no longer be allowed to enter the building unless in an emergency situation. If a parent has come to the school to pick their student up, the office will call the student to the office. Parents must allow their students to sign out at the office and exit the building on their own.
2. Parents who need to come to the school must first check into the office and then wait in the designated area while their student comes to the office.
3. Parents needing to meet with administration or teachers will need to set an appointment and be screened before entering the building.
4. BOCES and other providers must do a self-screening prior to entering the building. Temperature and checks for other COVID 19 symptoms are part of the screening procedure.
5. Visitors will not be allowed in the building.

### **Masks:**

Trinidad High School is committed to student safety and doing our best to slow the transmission of COVID 19 among our population as well as from our students and staff to the community. Students are highly encouraged to have a mask as part of their school supply list and that they should have a mask in their backpack at all times. Health professionals in Las Animas County have stated that masks have a strong possibility of curbing COVID 19 and that the best practice for ALL individuals is to wear a mask in public places. Masks will be required during extended phase if students are in the building with limited numbers.

### **Face Shields:**

All students and staff will be issued a face shield. They are required to be worn while in the class.

