

HOLY TRINITY EPISCOPAL SCHOOL

2201 Spring Lake Road
Fruitland Park, FL 34731
Email: school.htes@gmail.com

HTES Covid-19 Reopening Procedures (2020-2021)

Dear Parents and Guardians,

The following information contains the re-opening procedures that everyone will be following when campus opens on January 4, 2021. These procedures have been put together following the guidelines provided by the Florida Health Department and Lake County Health Department. These procedures are to protect students, families, and faculty. Please read them over and share them with your students. Your signature and your student's signature are required. Please sign the document attached at the end and return to the school no later than January 4, 2021.

Thank you,

**Justin McCallister
Head of School**

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- **Students who are returning to in-class instruction on January 4, 2021 are required to have a Covid-19 Test completed within 2 days of returning to campus**
 - Results are to be sent to the school no later than January 3, 2021
 - Failure to send results by January 3, 2021 will require that student to be virtual until results are sent to the school

- **Students and faculty will be required to wear masks while on campus**
 - Masks will be provided to those who require it
 - A warning will be issued if a mask is worn incorrectly
 - 2nd warning – parents/guardians will be contacted
 - 3rd warning – students will be placed in virtual school for 2 weeks

- **Temperature checks will be administered every morning to students and faculty**
 - If a student or faculty member is running a fever or feeling sick, they will be sent home
 - The student feeling ill will be placed in self-isolation until their parents can be contacted and they are picked up
 - Students and faculty members are to be fever free for 24 hours, without use of fever reducing medicine, before returning to school

- **If a student or faculty member tests positive for Covid-19 an email alert will be sent out to all families and faculty**
 - School will be closed for 2 weeks and self-quarantine is recommended
 - School will resume virtually for those 2 weeks and in-class instruction will resume after self-quarantine is complete

- **Students are to not share any materials or devices with each other**
 - If a student requires any materials, such as but not limited to paper, folders, binders, pencils, etc. they will be provided by the office

- **Students will keep their assigned Chromebooks with them while in school and will be allowed to take them home**
 - Students are responsible for the care and handling of Chromebooks
 - Students are responsible for the sanitization of Chromebooks on a daily basis

- **Desk shields will be purchased once funds from the ESSER Program are released**
 - Students are required to always keep their desk shields with them
 - Students are responsible for sanitizing their desk shields at the beginning of each day

- **Hand sanitizer will be provided for each classroom**
 - Students must sanitize their hands before/after entering a classroom
 - Teachers must regularly sanitize their hands before/after each class

- **Desks shall be sanitized before each class**
 - Sanitizing wipes will be provided
 - Desks are to be staggered so desk shields are more effective

- **Social Distancing must be maintained whenever possible**
 - 6ft. apart from one another
 - Classroom – as far apart as the classroom allows

- **Restrooms will need to be sanitized after each use**
 - It will be the responsibility of the faculty and students to alert the Head of School when a restroom is used so that it may be sanitized
 - Head of School will sanitize the restrooms after it has been used.

- **Lunch will be in Parish Hall**
 - Desk shields are to be used by students to separate each other
 - Siblings will be seated together

- **Class Schedule**
 - HTES will resume its normal schedule of Monday-Friday
 - From 8:00am – 3:45pm Monday-Thursday
 - From 8:00am – 11:55am Friday
 - Classes will be 45 minutes; this will allow teachers ample time to sanitize and prepare for their next class

- **Virtual school**
 - Parents will receive weekly updates on their student's progress
 - If their student is failing a written recommendation to resume traditional, in-class, instruction will be sent to the parents

- **Classrooms, restrooms, and offices will be cleaned and sanitized every evening Monday-Friday by the cleaning staff.**

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2020-2021

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By signing below, we certify that we have read, understand and agree to comply with the policies and procedures outlined in the Holy Trinity Episcopal School Student Policies and Procedures.

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE BY:

January 4, 2021