



# Holy Trinity Catholic School

1945 Hawthorne Drive, Sudbury ON P3A 0C1 Phone: 705.470.5123 Fax: 705.470.5257

Principal: Laurie Zahra Vice-Principal: Tina Timpano

Administrative Assistant: Candace Broughton

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Email: [holytrinity@sudburycatholicschools.ca](mailto:holytrinity@sudburycatholicschools.ca) Website: <http://holytrinity.sudburycatholicschools.ca>

August 31, 2020

## Dear Parents and Guardians,

Thank you for your patience as we continue working behind the scenes to gather information and clarity around various aspects of our school routines and procedures that have been impacted by the Covid-19 restrictions. We hope the information below will help your family to prepare for a new school start-up with greater ease.

Please note the following procedures that are in addition to our School Code of Conduct:

1. **Cohorts:** Students will remain in their classroom cohorts and not have direct contact with other classes. They also will remain in bus cohorts. Students will practice social distancing when in common areas such as hallways and washrooms. Teachers will only allow one student at a time to leave the class to use the washroom and will also conduct class cohort washroom breaks when the washroom is free of any other class. Teachers will use a tracking system to record the names of students using the washrooms should contact tracing by Public Health be necessary.
2. **PPE:** All staff will use PPE (medical grade masks and visors) when a distancing of 2 meters cannot be achieved. Staff will complete a self-screening on a daily basis and inform the Principal of any concerns. Staff who are ill must remain home and not attend work.
3. **Masks:** The board will provide one cloth mask per student. Students in Grades 4-6 must wear a cloth mask in the classroom as the desks are only 1 meter apart. FDK-3 students are not mandated to use cloth masks. However, it is highly recommended that this age group also wear masks. Parents of this age group will receive a form granting permission for their child to wear a cloth mask; this is voluntary. When students are outdoors for recess and can maintain a 2 meter distance, they are not required to wear a mask. Staff will provide gentle and consistent reminders to students in Grades 4-6 to wear their masks. Students will not be given consequences if they forget – staff will simply remind them.
4. **Exemptions from Masks:** In special circumstances, due to health reasons, some students may be exempted from wearing a mask as per their health care provider. Parents will be asked to complete an Exemption Form. Please email our office at [holytrinity@sudburycatholicschools.ca](mailto:holytrinity@sudburycatholicschools.ca) if you require this form and additional information.
5. **Bussing:** Students in Grades 4-6 are required to wear a mask on the bus. Bus drivers will assign individual seats to students. At dismissal, students will line-up in their bus cohorts and distance from other bus lines.
6. **Illness:** Parents must complete a screening of their child each morning before school attendance. If your child is ill, please keep him or her at home and call/email our office to let us know. **If your health care provider determines a Covid-19 infection – it is paramount that you notify the school immediately.**
7. **Appointments:** Parents are required to schedule appointments with staff and must not drop into the school. Parents are permitted to attend the school when picking up a child early for an appointment. When at the school to pick-up your child, please remain behind the sneeze guards in front of the secretary desk. All visitors to the school, by appointment or picking-up a student, must sign our tracking log in a book at the main office counter.
8. **Lunches:** Students must bring a daily lunch to school; parents are not permitted to bring a 'special' lunch, such as McDonald's creating the need to drop by the school. If a child forgets their lunch at home or on the bus, office staff will phone parents to make alternate arrangements.

9. **Indoor Shoes:** Each homeroom teacher will inform parents if indoor shoes will be needed. For the month of September, all students may come to school with only one pair of shoes until teachers inform parents otherwise.
10. All **visitors to the school** are required to wear a mask upon entering and to maintain a 2 meter distance from all others. All visitors to the school, by appointment or picking-up a student, must sign our tracking log in a book at the main office counter.
11. **Sanitizing:** Our school will undergo an enhanced daily cleaning protocol which includes the disinfecting of all high touch points, door handles, light switches, hand railings, etc. Student desks and chairs will be disinfected daily.
12. **Hand Sanitizer:** Each class will be provided a hand pump sanitizer. Parents may choose to send hand sanitizer to school with their child to keep in their school bag.
13. **Isolation Room:** Our school will have an isolation room for sick students in our office area. This room will be sanitized after any sick student uses it. Parents will be phoned to pick-up their child when he or she presents with concerning symptoms that are not part of their normal illnesses, for example, asthma.
14. Our school **start and end times** remain the same. Students may arrive no sooner than 8:35 a.m. and will be supervised to enter the school directly and go to their classroom area, all the while distancing from others. Dismissal is at 3:05 p.m.
15. Parents are asked to please remember to socially distance when dropping off your child in the morning and picking-up your child in the afternoon. All **pick-ups will continue to be outdoors**. We ask that you refrain from any social gathering during this time while on school property.
16. As you will see, we have a newly renovated parking lot with a **Kiss and Drop** area for parents to drive up, stop, and drop-off students and then drive away – you do not need to park in the morning. In the afternoon, when picking-up your child you will need to park; you may continue to use the parking lot at St. Charles College as well as available spots in our school lot. A letter with further details regarding the parking lot will be shared soon.
17. Water fountains will be closed. Students will need an individual reusable water bottle. **Please ensure to provide the water bottle and clearly label your child's first and last name using permanent marker on the bottle.** This bottle will remain at the school for your child to use the water bottle filling stations each day.
18. All **carpets and cloth items** in classrooms have been removed. Parents are asked to NOT send cloth items to school other than a change of clothing (for FDK) as applicable.
19. A number of **signs will be posted** throughout the school to remind everyone of the social distancing requirements. Please speak with your child and remind him or her to look for the signs and to ask a staff member if they are unsure of what they can and cannot do. We want to support your child and do not want him or her feeling anxious.
20. Teachers are creating individual bins of materials for your child to use that will not be shared with anyone else. We appreciate if parents can provide some **supplies such as pencils, erasers, pencil crayons, scissors, glue sticks, and markers**. We do have supplies at the school to provide to students when they run low. Each student will be reminded frequently to use only their personal materials in their bin (the school will provide the bins).

Parents and guardians please know that your child's mental health and well-being is of paramount importance to all of the staff at Holy Trinity. We know that students have been out of their classrooms for a very long time and as a result may have gaps in their learning. Our teachers are going to provide an approach that is scaffolded to support your child in learning key concepts that may have been missed during the remote learning period. If your child expresses any frustration or feelings of being overwhelmed, please reach out to the classroom teacher as soon as possible so that we can respond quickly.

Kind regards,



Laurie Zahra  
Principal



Tina Timpano  
Vice-Principal