

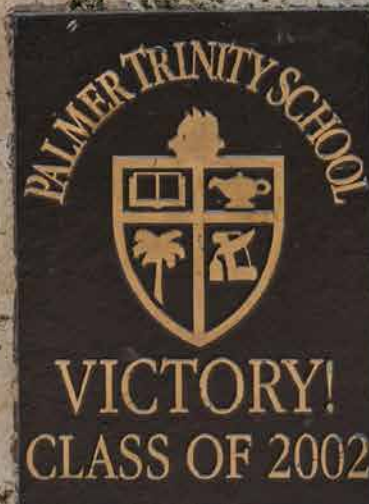


PALMER TRINITY  
SCHOOL

# Campus Safety Guide

2021-2022

*Updated as of January 2022*



# CAMPUS SAFETY GUIDE

## 2021/2022



### Our Mission

*Palmer Trinity is an Episcopal school dedicated to promoting academic excellence and inspiring students to lead lives of virtue, humanity, and spirit.*



### Goal

Palmer Trinity School has undertaken extensive planning efforts in order to resume daily operations and return to instruction in-person this fall. Palmer Trinity is currently preparing the physical campus to support students, faculty and staff in the fall of 2021.

Though we plan for Face-to-Face (F2F) Learning and the resumption of activities, we remain sensitive to the surrounding circumstances of the pandemic and we will revisit and communicate protocols regularly. PTS will continue to follow national and local guidelines.







# Academic Calendar

## FIRST SEMESTER

For Fall 2021, Palmer Trinity School will operate under an in-person, on-campus schedule.

- Faculty return to campus on Wednesday, **August 11**.
- First day of school and Kick-off of 50<sup>th</sup> Anniversary on Wednesday, **August 18**.
- Labor Day is on Monday, **September 6** and there is no school.
- Rosh Hashanah is on Tuesday, **September 7** and there is no school.
- Yom Kippur is on Thursday, **September 16** and there is no school.
- Testing and Parent Conferences on Wednesday, **October 13** which is a 1/2 day.
- Parent Conferences on Thursday, **October 14** which is a 1/2 day.
- Professional Day on Friday, **October 15** and there is no school.
- Thanksgiving Break begins Monday, **November 22** through Friday, **November 26**.
- Assessments will be administered in person from Friday, **December 10** through Thursday, **December 16**.
- Holiday Break begins on Monday, **December 20** through Tuesday, **January 4**.

*More information regarding the second semester will be forthcoming*





# Life on Campus

## A HEALTHY COMMUNITY ENVIRONMENT

- State and local guidelines will be followed and procedures implemented.
- All students, faculty, staff, and parents must sign the Falcon Pledge before coming back to school.
- Parents will be responsible to check and monitor their child's health in accordance with the parents' Statement of Commitment. Parents will be responsible for monitoring student temperatures and symptoms of illness, as defined on page 7.
- Students must not enter the campus if they test positive by the current NASAL swab, display any signs or symptoms of COVID-19, or have had close contact with someone who has displayed any signs or symptoms of COVID-19 or who has been diagnosed as positive for COVID-19.
- Parents and visitors will not be allowed on campus without an appointment.
- PTS requires all community members, both vaccinated and unvaccinated, to continue wearing masks inside. Masks are optional outside.

## A HEALTHY CAMPUS ENVIRONMENT

- Hand sanitizer dispensers are available in classrooms, hallways and common areas.
- Disinfecting wipes will be available in all classrooms to allow faculty, staff and students to clean their personal spaces.
- Faculty will be encouraged to regularly allow for proper ventilation in classrooms by opening windows and doors to keep fresh air flowing.
- Professional cleaning staff will disinfect and sanitize door handles, railings, light switches, community tables and other high-touch areas throughout the school day using EPA-approved cleaning supplies as well as electrostatic sprayers.
- Bathrooms will be cleaned and sanitized regularly.
- Students, faculty and staff will be expected to have their own water bottles.
- Premium air filters have been installed in air handling units to help prevent disease transmission.

## Areas of Focus

### WELLNESS AND SAFETY

The physical and emotional health of our Palmer Trinity community is paramount. Palmer Trinity will continue to follow federal, state and local guidelines for COVID-19 response and implement appropriate initiatives while minimizing risk.

**Guidelines:**

1. Community members will sign the Falcon Pledge at the beginning of the year.
2. PTS requires all community members, both vaccinated and unvaccinated, to continue wearing masks inside. Masks are optional outside.
3. See page 6 for approved face coverings.







# PALMER TRINITY SCHOOL



## EXAMPLES OF

# FACE COVERINGS

HELP OUR CAMPUS COMMUNITY STAY SOCIAL, SAFER

### APPROVED FACE COVERINGS



EAR LOOP/PROCEDURE



KN95 or N95



SURGICAL



CLOTH

Please ensure that masks fit properly. No loose-fitting masks.

### UNAPPROVED FACE COVERINGS

Masks with exhalation valves or vents allow air to be expelled. The CDC does not recommend these types of masks because they do not prevent the person wearing the mask from transmitting COVID-19 to other. In addition, neck gaiters and bandanas should not be worn unless no other face covering listed above is available to you.



EXHALATION VALVE MASKS



BANDANA



NECK GAITER

Learn more at [PalmerTrinity.org](https://PalmerTrinity.org)

## WELLNESS PROTOCOLS

Palmer Trinity School nurses are on the front lines of COVID-19 response. Standards of practice are evolving for the care of our community and the nurses will monitor federal, state and local guidelines. Currently, the clinic has two nurses on staff. Palmer Trinity recently renovated the clinic to promote safety and wellness. New HVAC systems are in place with ultraviolet filtration to provide the highest possible air quality in the clinic.

### Guidelines:

1. Head Nurse has developed guidelines and protocols for COVID-19 response including screening, infection control and contact tracing in accordance with CDC.
2. There are designated isolation rooms.
3. Housekeeping will provide continuous cleaning and disinfecting services per Head Nurse's guidelines including electro-static sprayers.
4. Symptoms of COVID-19 as defined by the CDC that are most common are as follows:
 

<ul style="list-style-type: none"> <li>• Cough</li> <li>• Chills</li> <li>• Nasal Congestion</li> <li>• Fever (100.0 F; 37.8 C)</li> <li>• Fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• Rash</li> <li>• Vomiting</li> <li>• Loss of taste and smell (usually seen as an early symptom)</li> <li>• Muscle or body aches</li> </ul>	<ul style="list-style-type: none"> <li>• Shortness of breath or difficulty breathing</li> <li>• Chills</li> <li>• Headache</li> <li>• Sore Throat</li> </ul>
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5. If a student becomes ill at school or exhibits COVID-19 like symptoms, that student will be isolated in the Wellness Clinic's isolation room. Parents must pick-up their child upon notification.
6. The school will keep a record and immediately send home anyone in the school community exhibiting the symptoms of COVID-19 as defined by the CDC.
7. All families are requested to report any and all illness and symptoms to the school nurse for tracking purposes.
8. Any student, faculty or staff member who knowingly has close contact with an individual, who tests positive, must provide that information to the Nurse's Office at (305) 969-4248.
9. Sharing items is discouraged.
10. Palmer Trinity will notify the school community of individual exposure through contact tracing. However, in accordance with HIPAA rules, we will not publicly identify individuals who test positive.





# COVID-19 Information and Definitions

## 1. SARS-COV-2

Severe Acute Respiratory Syndrome Coronavirus 2: the name of the virus causing COVID-19 disease.

## 2. SARS-COV-2 PCR TEST

The approved COVID-19 test that uses secretions from a swab of the nose and throat to identify a current infection with the SARS-COV-2 virus. The PCR test is different from the “RAPID SWAB TEST” or ANTIBODY TESTS, the latter which is not approved to diagnose a current infection.

## 3. EXPOSURE TO COVID-19

Defined as having CLOSE CONTACT in any of the following interactions with a person with a positive SARS-COV-2 virus PCR Test.

The interaction extends from the time period of 48 hours prior to the onset of symptoms or when they had the (+) test.

- Having been closer than 6 feet for longer than 15 minutes with or without a mask.
- If you were providing care at home to someone sick with COVID-19.
- Having direct physical contact with the person such as having kissed or hugged them.
- Having shared eating or drinking utensils.
- If a person sneezes, coughs or gets any respiratory droplets on you.

## 4. QUARANTINE

When a person who “may” have been exposed to COVID-19 and is staying home and separating themselves from family members while awaiting test results and /or monitoring for symptoms of COVID-19. If it is confirmed that you have been exposed to COVID-19, you must quarantine for 10 days regardless of the test results. You must also return with a negative test. Fully vaccinated people (two weeks after receiving second dose) who do not show signs or symptoms do not need to quarantine.

## 5. ISOLATION

When a person with confirmed (+) PCR Test for SARS-COV-2 stays home and when possible, uses a separate bedroom, bathroom, and separate eating utensils from their family members in an effort to not spread their COVID-19 disease.





# Covid-19 Symptom Scenarios

*Due to the widespread and highly contagious nature of COVID-19 and its different variants, in both symptomatic and asymptomatic people, the following guidelines will be instituted for the PTS community members that fall into any of the following scenarios. As an independent school we will continue to follow CDC Guidelines.*

## 1 Sick with symptoms

- Inform the nurse that you are sick.
- Individual should take the SARS-COV2 PCR test.
- Quarantine while waiting for test results.
- Must provide negative test result to school nurse and may return when cleared by school nurse.

## 2 Tested Positive + with or without symptoms

- Inform school nurse that you have tested positive for COVID-19.

### MAY RETURN TO SCHOOL WHEN

- Isolate for 5 days from test date.
- No fever for 24 hours without fever reducing medication.
- Symptoms have improved.
- Must provide a documented (by certified lab\*) negative rapid antigen test.
- If continued positive test results, additional isolation days are required.

## 3 Have been in close contact† with someone who tested positive for COVID-19

- Inform the nurse if you are sick with symptoms and the results of a positive or negative test.
- If FULLY VACCINATED and are asymptomatic (without symptoms) no quarantine is necessary. If you've had close contact with someone who is suspected or confirmed with COVID-19, you must get tested 5 days after your exposure, even if you don't have symptoms. You must also wear a mask indoors and outdoors for 10 days following exposure or until your test result is negative.
- If UNVACCINATED will need to quarantine for 10 days without testing but may return after 5 days from exposure with a negative PCR test.
- Someone who tested positive for COVID-19 with a viral test within the previous 90 days and has subsequently recovered and remains without COVID-19 symptoms does not need to quarantine or test unless they become symptomatic. (Must provide positive test results or date to nurse)
- FULLY VACCINATED is considered to be: vaccinated and boosted (if eligible), completed the primary series of Pfizer or Moderna vaccine within the last six months, or completed the primary series of J & J vaccine within the last two months.

### Tested Positive +

#### MAY RETURN TO SCHOOL WHEN

- Isolate for 5 days from test date.
- No fever for 24 hours without fever reducing medication.
- Symptoms have improved.
- Must provide a documented (by certified lab\*) negative rapid antigen test.
- If continued positive test results, additional isolation days are required.

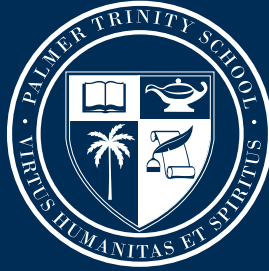
### Tested Negative – (Unvaccinated)

#### MAY RETURN TO SCHOOL WHEN

- Quarantine for **5 days** from the date of exposure and take a PCR test on the 5<sup>th</sup> day. Provide results of a negative test to the nurse's office. Once approved by the nurse, return to school on the 6<sup>th</sup> day. If no PCR test is taken, the individual must quarantine for 10 days, returning the 11<sup>th</sup> day.

\*Certified lab = CVS, Walgreens, Private lab, any Miami-Dade County Testing Sites

† Close contact is defined as having been closer than 6 feet for longer than a cumulative of 15 minutes with or without a mask in the period beginning 48 hours prior to the onset of symptoms or the test. The School will proactively inform parents of the possible exposure when this scenario takes place.



We invite every member of our Palmer Trinity School community to take this pledge and to follow safety guidelines that reduce the spread of COVID-19. Our collective commitment to learn, listen and participate in these efforts will help our Palmer Trinity community stay healthy, safe and successful. This isn't about the individual (classmates, faculty and staff, teachers, or parents); it's about the common good.

It's about ALL OF US. **Together, We Got This!**

*If you haven't done so already, please turn this in to the Upper School or Middle School Offices.*

## Falcon Pledge

- I agree to follow health and safety guidelines to protect the School and its surrounding community.
- I agree to do my part to protect my health and the health of those around me.
- I agree to the School's expectation of frequent hand-washing, maintaining appropriate social distancing, and wearing a mask.
- I agree not to come to school if I have Symptoms of COVID 19.
- I agree to stay at home if I am sick and/or I have had close contact with anyone known to have COVID-19.
- I agree to be mindful of CDC guidelines for travel and self-quarantining when recommended.
- I agree to show respect and compassion for every individual.

### TAKE THE PLEDGE

I take this pledge to protect the health of the School, the surrounding community and myself.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

## HOUSEKEEPING

Palmer Trinity will continue to utilize the services of Coastal Building Maintenance (CBM) for housekeeping of facilities. The housekeeping team will be vital to maintaining the health and safety of our community in accordance with CDC guidelines for cleaning and disinfecting. Palmer Trinity and CBM will work together to determine what needs to be cleaned, how each area will be cleaned and determine the resources and equipment needed.

### Guidelines:

1. All CBM employees must follow guidelines set forth by Palmer Trinity and CBM.
2. Housekeeping will prioritize the continuous disinfecting and sanitizing of facilities.
3. Housekeeping will maintain safe cleaning practices per CDC guidelines.
4. Housekeeping will use EPA-approved disinfectants against COVID-19.
5. CBM to clean and disinfect door knobs, door handles, and railing and frequently touched surfaces after passing time between classes and after school.

## PHYSICAL PLANT

Palmer Trinity school enjoys the benefit of having almost 60 acres of physical space on campus. Palmer Trinity can realistically minimize density and maximize space while promoting safety under new guidelines. Our goal is to maximize indoor and outdoor space in order to utilize our facilities to the fullest benefit to our community.

### Guidelines:

1. Enhance HVAC systems to provide highest possible air quality indoors.
2. Fresh air circulation will be promoted throughout indoor campus spaces by opening windows and doors regularly.





## SECURITY

Palmer Trinity values its partnership with the Village of Palmetto Bay and its Police Department. Palmer Trinity will continue to have a Palmetto Bay police officer on campus during the school day. Palmer Trinity will continue to utilize the services of Securitas to monitor the entrances to campus as well as the patrol of our grounds.

### Guidelines:

1. All Securitas employees must follow guidelines set forth by Palmer Trinity and Securitas.
2. PTS decals on cars will be strictly enforced.
3. No independent food service deliveries will be permitted to campus unless approved by administration.



## DINING

Palmer Trinity will continue to utilize the services of SAGE Dining Services for its breakfast, lunch and catering services. SAGE will reconfigure its food service and dining experience in accordance with the scenarios for the next school year.

### Guidelines:

1. All SAGE employees must follow guidelines set forth by Palmer Trinity and SAGE.
2. Hot and cold breakfast and lunch will be offered for students, faculty and staff.
3. There will be no more grab n' go, china and silverware are available following sanitizing procedure.
4. Self Service in all stations, including panini and seasoning station.
5. There will be 2 Lunch periods instead of 7.
6. Students, faculty and staff will be provided sanitizing wipes and expected to disinfect their personal space before and after dining if necessary.
7. Students will be provided additional locations to eat including outdoor space such as courtyards, tiki huts, and picnic tables.

## TRANSPORTATION

Palmer Trinity will continue to utilize the services of Franmar for its bus service. On-campus student drop-off and pick-up by car will be permitted under Palmer Trinity guidelines. Students who drive independently to school must park in designated lots on campus.

### Guidelines:

1. All students riding the bus must follow guidelines set forth by Palmer Trinity and Franmar which are located on each bus.
2. Parents and or guardians must remain in their vehicles during student drop-off and pick-up and exit campus immediately.
3. Ride share services, such as Uber or Lyft, will not be permitted on campus.
4. Student must immediately report to campus upon arrival.
5. These guidelines may change based on CDC recommendations.

## ATHLETICS

Palmer Trinity continues to promote the mind, body and spirit of our students. Palmer Trinity believes that it is essential to the mental and physical well-being of our students to return to physical activity and athletic competition.

### Guidelines:

Palmer Trinity School is committed to offering athletics as long as it is deemed safe for students to return to campus. The school follows the guidelines from the Florida High School Athletic Association (FHSAA) and the National Federation of State High School Associations (NFHS).

- Fall tryouts begin as early as August 2. Please use the link below to see the tryout dates for all of our teams. <https://www.palmertrinity.org/athletics/athletic-teams-and-season-start-dates>
- Registration for PTS athletic activities is done through Family ID. Please go to [www.familyid.com](http://www.familyid.com) to register.







## Palmer Trinity School Crisis and Safety Team

**Patrick Roberts**, Head of School

**Art Beguirstain**, Director of Facilities

**Suzanne Calleja**, Associate Head of School for Communications and Strategic Partnerships

**Ashley Chapman**, Head of Upper School

**Brook de Melo Gomes**, Upper School Dean

**Bev Hew**, Human Resources

**David Lanham**, Director of Athletics

**Patricia Lema**, Nurse

**Adriana Restrepo-Munoz**, Counselor

**Gus Sabogal**, Director of Technology

**Noel Schael**, Middle School Dean

**Peter Tolmach**, Head of Middle School

**Paul Zamek**, Associate Head of School for Operations and Real Estate

### ADVISORS TO PALMER TRINITY SCHOOL

**Dr. Daniel G. Kalbac P '07, '10, '12, '16**

Community Board Member, Orthopedic Surgeon, Miami Surgical Center,  
Senior Physician for the United States Men's National Soccer Team

**Stacie (Cooper) Larco '96**

Physicians' Assistant, ER/Urgent Care at Baptist Hospital

**Dr. Lorraine Ospina-Herrera P '23, '25, '27**

General Pediatrician, American Academy of Pediatrics Fellow, Roads Pediatrics,  
Nicklaus Children's Hospital

**Dr. Nicholas Lambrou P '25**

Chief of Gynecologic Oncology at the Miami Cancer Institute and Director of Robotic  
Surgery for Baptist Health South Florida



**WEAR A  
FACE COVERING**

— and —

**DO NOT  
TOUCH YOUR FACE**



**WASH  
YOUR HANDS**

— or —

**USE  
HAND SANITIZER**



**PRACTICE  
PHYSICAL DISTANCING**



**STAY HOME  
IF YOU ARE ILL**



**CLEAN  
SURFACES  
CONTINUOUSLY**



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