

December 15, 2020

Dear New Trier Families,

Thank you to all the families who have been participating in our weekly COVID-19 saliva screening program. We created this program to help us assess the risks of COVID-19 on our campuses and to lessen community spread, both of which help us consistently offer in-person instruction.

While the participation rate has been high, due to the voluntary nature of the program, we do not have a complete picture of the risks of in-person instruction. To continue to support consistent in-person instruction, we need to make sure all students are screened each week.

**Starting January 3, participation in the screening program will be mandatory for all students participating in on-campus hybrid instruction.** The screening already is mandatory for on-campus athletics and extracurricular activities. Those choosing not to participate will be able to access the curriculum and instruction in their classes through remote learning. We will be sending all families information after winter break about how to choose remote or hybrid learning for the third quarter, which begins January 26.

Information about the saliva screening program, including drop off times, locations, and an FAQ, can be found on our [COVID-19 Screening Page](#).

### **Screening Sign-Up**

If you have not yet signed up for the screening program and want your student to participate in on-campus hybrid instruction after winter break, please do so before January 1 using our [Online COVID-19 Screening Sign-Up](#). Once you have signed up you may pick up your saliva kits and bar code labels at the West Entrance (D Building - Happ Road) of the Northfield Campus. Drop off your sample on your assigned day (calendar below).

### **PowerSchool Parent Portal - View Your Child's Saliva Sample Submissions**

Parents will have the ability to see the weekly confirmation of the submission of their child's saliva screener by clicking on the left hand icon "Saliva Sample Submissions." Submissions are coded with the "Week Start Date" and a "Yes" if a sample was received for that week. If you were not contacted, the result was presumptively negative.

### **Ruvna Change and Exclusion from On-Campus Learning**

Starting January 4, the Ruvna health screening tool will ask "Did your student miss their mandatory saliva screening drop-off this week?" Parents/guardians must answer "NO" to this question to receive a QR code allowing their student(s) to access campus.

We will monitor weekly submissions, and students who do not submit their weekly saliva sample will be excluded from Ruvna and will not be able to come on campus. Parents will be notified via email when saliva samples are missing. Students who consistently fail to submit saliva samples will be reassigned to remote instruction.

While New Trier will make every effort to ensure that all students on campus are screened within the last seven days, we cannot guarantee that all individuals on campus will have been screened or that there will be no instances of COVID-19 on campus. In addition to the screening program, New Trier implements other strong mitigation measures such as mask wearing and social distancing to prevent the spread of COVID-19.

### **Objection Process**

Parents who want their student to participate in hybrid instruction but object to their student participating in the screening program or who wish to challenge their student's assignment to remote instruction for failure to provide saliva samples may request a meeting with their campus principal. The student will be assigned to remote learning pending the outcome of the meeting.

### **ELS and Transition Programs**

A separate email was sent to families with students in the ELS and Transition Programs about those specific programs and whom to contact with concerns.

### **No Saliva Screening During Winter Break**

New Trier's campuses will be closed for Winter Break, and there will be no saliva screening for students over break. Student saliva screening will resume on Sunday, January 3.

Making sure to turn in your student's saliva sample weekly not only helps protect students and staff on campus, but it also has benefits for participants – including identifying whether your student may be an asymptomatic carrier and helping to prevent the spread of the virus to family and friends.

Below we have included the January drop-off and attendance calendar along with information we previously sent about drop-off days, times, locations, and other logistics of the program. Thank you for your participation in this important safety program.

Denise Dubravec  
Winnetka Campus Principal

Paul Waechtler  
Northfield Campus Principal

## January Calendar Attendance and Screening Sample Drop-Off

S	M	T	W	T	F
3  A-K DROP-OFF 9A-8P	4 GREY DAY  A-K LATE DROP-OFF 5:30A-9A	5 BLUE DAY A-E  L-Z DROP-OFF 9A-8P	6 GREEN DAY A-E  L-Z LATE DROP-OFF 5:30A-9A	7 BLUE DAY L-Q	8 GREEN DAY L-Q
10  A-K DROP-OFF 9A-8P	11 GREY DAY  A-K LATE DROP-OFF 5:30A-9A	12 BLUE DAY F-K  MCL ASSESSMENTS  L-Z DROP-OFF 9A-8P	13 GREEN DAY F-K  MCL ASSESSMENTS  L-Z LATE DROP-OFF 5:30A-9A	14 BLUE DAY R-Z  MCL ASSESSMENTS	15 GREEN DAY R-Z  MCL ASSESSMENTS
17  A-K DROP-OFF 9A-8P	18 NO SCHOOL  MARTIN LUTHER KING JR. DAY  A-K LATE DROP-OFF 5:30A-9A	19 REMOTE END OF SEMESTER ASSESSMENTS  L-Z DROP-OFF 9A-8P	20 REMOTE END OF SEMESTER ASSESSMENTS  L-Z LATE DROP-OFF 5:30A-9A	21 REMOTE END OF SEMESTER ASSESSMENTS	22 NO SCHOOL GRADING DAY  GRADING DAY
24  A-K DROP-OFF 9A-8P	25 GREY DAY  LAST DAY OF FIRST SEMESTER  A-K LATE DROP-OFF 5:30A-9A	26 BLUE DAY A-K  FIRST DAY OF SECOND SEMESTER  L-Z DROP-OFF 9A-8P	27 GREEN DAY A-K  L-Z LATE DROP-OFF 5:30A-9A	28 BLUE DAY L-Z	29 GREEN DAY L-Z

**If you miss your drop-off time, please drop off at the next earliest available time.  
Students participating in on-campus athletics and activities are encouraged to drop off  
their samples by 2 p.m. Sunday each week.**

Days and times for WEEKLY saliva sample drop-off for all hybrid students:

- **Student Athletes, On-Campus Extracurricular Participants, Students Attending School 4 Days a Week:**  
PREFERRED DROP-OFF (for same day screening): Sundays 9 a.m. to 2 p.m.  
REGULAR DROP-OFF: Sundays 9 a.m. to 8 p.m.  
LATE DROP-OFF: Mondays 5:30 a.m. to 9 a.m.
- **Students with Last Names A-K**  
REGULAR DROP-OFF: Sundays 9 a.m. to 8 p.m.  
LATE DROP-OFF: Mondays 5:30 a.m. to 9 a.m.

- **Students with Last Names L-Z**  
REGULAR DROP-OFF: Tuesdays 9 a.m. to 8 p.m.  
LATE DROP-OFF: Wednesdays 5:30 a.m. to 9 a.m.

If you miss your drop-off time, please drop off at the next earliest available time. **Please drop off only one sample per week. Students in athletics or on-campus extracurricular activities should follow the Sunday drop-off schedule.**

**Other reminders:**

- **Winnetka Campus drop-off:** North Door (N16) security vestibule (off Trevian Way)
- **Northfield Campus drop-off:** D Building security vestibule (off Happ Road)
- **Need extra bar code labels?** Fill out [this form](#).
- **Need extra collection tubes?** They are available at the B Building and D Building security vestibules at the Northfield Campus and the East (Essex Road) and North (Trevian Way) doors at the Winnetka Campus.
- **All tubes must be in a Ziploc bag.** The size or brand doesn't matter, but all tubes must be in some sort of bag. Please don't deposit tubes alone into the drop boxes.
- **Please make sure to put a bar code label lengthwise on each sample.** Don't wrap it around the tube.
- **Do not eat or drink** for 30 minutes before providing the sample for accurate results.
- **Families will be notified only if the test is a presumptive positive.** Those students will be excluded from Ruvna and will receive an email and follow-up call.
- **Screening hotline:** Call 847-784-6525 or email [salivascreening@nths.net](mailto:salivascreening@nths.net) if you have questions or need support.

**Other questions or need to sign up?** Visit our [COVID-19 Screening Info and FAQ page](#)