

Kuhio Elementary School

Return to Campus Plan

SY 2020-2021

<https://www.kuhioschool.k12.hi.us/>

***** Addendum to the School Planner & Parent Handbook *****

As of 1/4/2021

Information in the handbook will be updated as new information is communicated by the DOE and the COVID-19 conditions change



Collaborate, Adapt, Persevere, Succeed!

Follow These Safe Practices

Hawaii Department of Health

1. Wear a mask.
2. Wash your hands.
3. Watch your distance.
4. When sick, stay at home.

PURPOSE OF THIS HANDBOOK	3
GUIDING PRINCIPLES	3
GUIDANCE FOR REOPENING SCHOOLS	5
SCHOOL CLOSURE STATISTICS (March through May 28)	6
REOPENING -PHASE 1 (Quarter 1)	6
REOPENING -PHASE 2 (Quarter 2)	7
REOPENING PLAN Effective January 5, 2021	8
SCHOOL YEAR 2020 - 2021 - DAILY SCHEDULE	9
EFFECTIVE JANUARY 5, 2021	9
NOTABLE CHANGES TO DAILY LIFE AND PROCEDURES	10
IMPORTANCE OF COMMUNICATION	14
IMPORTANT ROLE OF FAMILIES	15
7 PRONGED APPROACH TO HEALTH & SAFETY	16
MASKS AND FIELD SHIELDS	16
PROTOCOLS	18
CONTINGENCY PLAN FOR SCHOOL CLOSURE	25

PURPOSE OF THIS HANDBOOK

This Handbook is an addendum to the Kuhio School Parent Handbook, and contains information to inform parents of our plans for the safe opening of school for the 2020-2021 school year. It addresses school operations, procedures, and safety requirements.

This handbook is a living document that will continue to be updated as conditions change throughout the 2020-2021 school year.

GUIDING PRINCIPLES

The Hawaii Board of Education recognizes that first and foremost, the health and safety of all children and adults on campus are a priority. They also recognize that the best form of learning for students is in person learning alongside their teachers and peers.



Wash hands often.



Social distance spacing in classes.



Wear a Mask.



Cough and Sneeze

HOW TO WEAR YOUR

MASK:



Wearing a mask makes it harder for the virus to spread from person to person, but we have to wear it right. If we all do it, we'll protect each other.

①

Wash your hands before touching the mask.



②

Hold the mask by its strings, not by the fabric.



③

The mask should cover your nose, mouth and chin.



④

Adjust the nose piece so there's no space between the fabric and your skin.



⑤

Avoid touching the mask. If you put germs on it, the mask won't work.



⑥

Hold the mask by its strings when you remove the mask, then wash your hands again (and again, and again)



ELISE GRAVEL

*Preschool students are not required to wear a mask but highly recommended when not able to social distance.

GUIDANCE FOR REOPENING SCHOOLS



CAMPUS SAFETY

- **Hand Hygiene:** Have soap and water and/or hand sanitizer with at least 60% alcohol available in work and public settings for use by employees and the public.
- **Stay Home if Ill:** Educate employees, students and their families about the importance of staying home when ill and when they can return to school.
- **Monitor Health:** Screen employees, students and visitors for overt signs of illness in a safe and respectful manner.
- **Signage:** Post signs in highly visible locations to promote everyday protective measures on how to prevent spreading germs by properly washing hands, properly wearing a face covering and physical distancing, and staying home when feeling ill.
- **Visitors:** Limit nonessential visitors, volunteers and activities involving external groups and organizations on school campuses.

- * Wearing of masks is appropriate only if the child can safely and reliably wear, remove and handle the masks following CDC guidance throughout the day. Per CDC guidelines, children under 2 and anyone with trouble breathing should not wear a cloth face covering. Masks should not be worn by children while they are sleeping.

Students, drivers and anyone else riding the bus should wear face coverings.
Create and maintain physical distance between children on buses.



Regularly check bathrooms to ensure soap and towel dispensers are filled. Post materials promoting protective measures and proper hand-washing techniques.



Ensure school health aides are trained on recognizing illness in children, how to refer or arrange for medical evaluation, and follow up. Every school must have thermal scanners or a way of measuring body temperature. Keep student emergency contacts updated.



Clean and disinfect frequently touched surfaces (e.g., door handles and sink handles) at least daily or between use as much as possible.

Provide a guide of when hands should be washed and when surfaces should be cleaned. Have students wash their hands when coming in from playing outside.

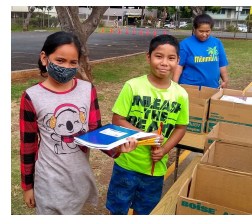
SCHOOL CLOSURE STATISTICS (March through May 28)

Student Work Packets were distributed twice, April 6, and on April 30/May 1, 2020.

Over 85% of our families picked up their grade level packets. The remaining packets were delivered and/or mailed. An average of 50% of our students attended virtual classes.

By analyzing our data we determined that over 68% of our students accessed some type of learning (distance learning or paper/pencil packet) during the school closure.

Approximately 32% or more of our students **DID NOT** access learning on a consistent basis during the school closure.



REOPENING -PHASE 1 (Quarter 1)

New school year start date per Board of Education decision Friday, August 7, 2020 will be held during the week of August 17-20, 2020. Teachers will contact their students and will be scheduling appointments for parents to pick up their packets of instructional materials, complete mandatory forms, pick up a device if requested, and be trained on how to access Google Suite and how to login to Clever during the 100% Distance Learning period, August 24 - September 11, 2020.

Grab and Go Lunch Pickup Schedule

During the week of 100% Distance Learning, August 24 to September 11, 2020, parent and child are invited to pick up meals on campus in front of the cafeteria as follows:

Breakfast service from 7:20 - 7:45 am and

Lunch service from 11:30 - 12:15 pm

Due to the COVID pandemic it was determined that all students will receive instruction through Distance Learning. Parents were also given the option to enroll their child in Acellus online program for the first Semester.

Every student's technology needs (connectivity and device) were met through loaned out devices and/or hotspots.

Teachers have arranged several packet pickups for their students to distribute work and have the necessary forms completed.

Students were also assessed with school wide diagnostics (Ready in Reading and Math and DIBELS).

A survey was sent out on September 14, 2020 to families to gather information on reopening for Quarter 2.

REOPENING -PHASE 2 (Quarter 2)

The following plan was approved by our Complex Area Superintendent, Linell Dilwith, to have a safe and gradual transition of no more than 50% of our student enrollment on campus by the end of the second quarter.

Kuhio School's instructional delivery mode will switch from total Distance Learning to a hybrid model. Our hybrid model consists of vulnerable* students with Face to Face (half day) instruction and Distance Learning in the afternoon. The other students will continue with Distance Learning with their homeroom teacher.

*As defined by the BOE Resolution, students who are the most vulnerable to school closures and disruptions to learning include:

- Students with special needs,
- English Learners,
- Socioeconomically disadvantaged students, and
- Students without access to devices or connectivity
- In addition, schools may identify a vulnerable student as having challenges in a distance learning setting and requiring ongoing face-to-face instruction.

October 12-23

- Continue with DISTANCE LEARNING for ALL students.
- Students in the special needs program will be returning for Face to Face instruction.

October 26

- Grade K vulnerable students return for Face to Face from 8:00 a.m. to 11:00 a.m. with Distance Learning in the afternoon.
- ALL other students continue with DISTANCE LEARNING.

November 9

- Grade 1 and 2 vulnerable students return for Face to Face from 8:00 a.m. to 11:00 a.m. with Distance Learning in the afternoon.

- ALL other students continue with DISTANCE LEARNING.
- Acellus students return to their homeroom teacher for Distance Learning Instruction.

November 16

- Grade 3, 4 and 5 vulnerable students return for Face to Face from 8:00 a.m. to 11:00 a.m. with Distance Learning in the afternoon.
- ALL other students continue with DISTANCE LEARNING.

Confirmed or potentially imminent COVID-19 spread in the school or surrounding community would require an immediate transition to Distance Learning.

Acellus Program - [DOE MEMO](#)- October 12, 2020

From the DOE memo “Phase out Acellus in all schools by end of 2020-21 school year.”

Kuhio School students who were enrolled in the Acellus program will transition to Distance Learning instruction with their grade level homeroom teacher (Time frame TBA).

REOPENING PLAN Effective January 5, 2021

After analyzing our data and using the guidance for reopening, Kuhio School has determined that the best instructional model for our students will be hybrid face-to-face instruction and distance learning. **Students in grades PreK through Grade 5 will be on campus daily, receiving direct face-to-face instruction from their teachers. A rotation will be implemented if a class exceeds the recommended capacity (12 per classroom), with half of the class receiving face-to-face instruction and half accessing instruction through distance learning each day.**

The Board of Education requires that priority be given to students in preschool through grade 2 for face-to-face instruction. Kuhio is fortunate that ALL students in grades PreSchool through Grade 5 will be able to receive daily face-to-face instruction either 5 days a week or up to twice a week.

For those uncomfortable with students returning to campus, there are options. Homeschooling your student is one. For more information on homeschooling requirements check the Hawaii Public Schools website at www.hawaiipublicschools.org The second option is full distance learning, opt out forms need to be completed. Please contact your teacher or Kuhio School office.

Note: Kuhio School may need to change our instructional model based on changing enrollment and other circumstances due to the COVID-19 pandemic.

Our goal for Quarter 3 is to bring back all students on campus for face to face instruction safely and gradually. Below outlines how we plan to bring back Kuhio students.

January 5, 2021

- DISTANCE LEARNING (DL) for students who signed opt in forms for Semester 2.
- Full Day Instruction (8:00-2:15 M, Tu, Th, Fri/8:00-1:30 Wed)
 - Students in the special needs (B3, C2, H104) program will be returning for Face to Face instruction.
 - Kindergarten
 - Grade 2
 - Students in Grades 1, 3, 4 and 5 who attended face to face instruction in Quarter 2.
- All remaining students will continue with Distance Learning.

January 19, 2021

- DISTANCE LEARNING (DL) for students who signed opt in forms for Semester 2.
- Add for Full Day Instruction (8:00-2:15 M, Tu, Th, Fri/8:00-1:30 Wed)
 - Grade 1 and 3
- All remaining students will continue with Distance Learning.

February 1, 2021

- DISTANCE LEARNING (DL) for students who signed opt in forms for Semester 2.
- Add for Full Day Instruction (8:00-2:15 M, Tu, Th, Fri/8:00-1:30 Wed)
 - Grade 4 and 5

SCHOOL YEAR 2020 - 2021 - DAILY SCHEDULE

EFFECTIVE JANUARY 5, 2021

Daily Schedules:

Full Day:

7:20-7:45	Breakfast service - "Grab 'n' Go" outside of cafeteria and sit in front of classroom
8:00	Start of School
9:20-9:40	Grade 2 Recess
9:45-10:05	Grade K/1 Recess
10:10-10:30	Grade 3/4/5 Recess
10:45	Pick Up Lunch: Preschool
10:50	Pick Up Lunch: Kindergarten B1
10:55	Pick Up Lunch: First Grade H102
11:00	Pick Up Lunch: Kindergarten C3
11:05	Pick Up Lunch: Grade 2 Cafe and C4

11:10	Pick Up Lunch: Grade 3
11:25	Pick Up Lunch: Grade 4
11:30	Pick Up Lunch: Grade 5
11:35	Pick Up Lunch: Resource
11:40	Pick Up Lunch: Grade 5 Hub
11:45	Pick Up Lunch: FSC
2:15	End of School (Monday, Tuesday, Thursday, Friday)
1:30	End of School (Wednesday)

Hybrid - Blended Rotation (Only if class reaches full capacity):

Group A	<u>On campus</u> Monday, Wednesday, Friday	<u>Distance Learning</u> Tuesday, Thursday
Group B	<u>On campus</u> Tuesday, Thursday	<u>Distance Learning</u> Monday, Wednesday, Friday

Distance Learning:

7:20-7:45	Breakfast service - "Grab 'n' Go" pickup outside of cafeteria and take home to eat
8:00	Start of School - Check in online with teacher (attendance taken)
11:00	Lunch - "Grab 'n' Go" (Pick up lunch during the time your class goes to lunch, see above)
*Time varies	Check in online with teacher for afternoon assignments after lunch (attendance taken)
12:00-2:15	Mon., Tues., Thurs., Fri. - Teacher assigned work
12:00-1:30	Wed. - check in online with teacher (attendance taken)
2:15	End of School (Mon., Tues., Thurs., Fri.)
1:30	End of School (Wed.)

Recess and Lunch

- Each grade level has a designated time to play. (See daily Bell Schedule)
- Each grade level has a designated time to eat lunch in the classroom. (see daily Bell Schedule)
- Students participating in distance learning will be able to pick up lunch on campus to take home to eat.
- Students will sanitize hands before eating lunch.
- Socially distancing in the lunch line and while eating lunch.
- No sharing of food and drinks.

After School

- Anyone not getting help from teachers will be asked to leave campus.
- Each grade level will be dismissed from their classrooms.
- A plus is not available at our school at this time.

NOTABLE CHANGES TO DAILY LIFE AND PROCEDURES

General Changes

- Schools shall take daily attendance. School attendance procedures shall support varying school designs and learning opportunities, including in-person, online and blended learning. (Hawaii Revised Statutes 302A-1132)
- Everyone is required to wear a facial mask to school.
- Students are encouraged to bring water bottles so they don't need to use the water fountains.
- Hands washed throughout the day.
- Parents are required to do a Daily Wellness Check* of their families (everyone in their household) to determine if their child attends school.
- If anyone is sick, please see a doctor and do not send your child to school.

DAILY WELLNESS CHECK*

WE NEED YOUR HELP!

All HIDOE staff, contracted service providers, visitors and students must complete a wellness check each morning before going to the school/office. These steps will help to reduce the spread of COVID-19 and will keep schools safe for all our students and staff.



1 TAKE YOUR/YOUR CHILD'S TEMPERATURE EVERY MORNING

If you/your child has a temperature of 100 degrees Fahrenheit or higher - **do not go to the school/office.**



2 CHECK FOR SIGNS OF ILLNESS

If you/your child has a sore throat, new uncontrolled cough or difficulty breathing, diarrhea, stomach ache, vomiting, severe headache, body aches, or new loss of taste or smell - **do not go to the school/office.**



3 CHECK FOR RECENT COVID-19 EXPOSURE OR TEST

If you/your child are in quarantine, have had close contact (within 6 feet for at least 15 minutes) with someone with COVID-19, or are waiting for COVID-19 test results - **do not go to the school/office until quarantine is completed or you are cleared by a health care provider.**

HELP US KEEP OUR SCHOOLS SAFE!

8-19-2020 Photo credit: Centers for Disease Control and Prevention.

Social Distancing

- One parent per family may enter and leave campus with their child(ren)
- A parent will escort the child(ren) to the line-up area. Kuhio School staff will dismiss students to class. The parent is asked not to escort student(s) to classrooms to minimize the number of people and preserve social distancing.

- Practice social distancing. Use elbow bumps and air “high fives”.
- Keep our campus sanitary (health) eg. refrain from spitting, no animals on campus, no feeding animals on campus.
- Sharing of food or drinks is not allowed (health).
- Consider each class as an ‘Ohana Bubble for elementary schools. Interaction should be limited and controlled between ‘Ohana Bubbles and Cohorts.



- When someone enters the class who is not part of the ‘Ohana Bubble or Cohort, that person must wear a mask.
- For elementary schools, it is advised to keep classes in their respective Ohana Bubbles when using the playground. Restrict interaction between different Ohana Bubbles while on the playground.
- During meal times, individually-plated meals are to be consumed in classrooms or at designated outdoor locations.

Classroom Assignments (subject to change)

- C2 - PreSchool
- C3 - Kindergarten
- C4 - Grade 2
- B1 - Grade K
- B2 - Grade 1
- B3 - Multi-Grade
- H102 - Grade 1
- Cafeteria - Grade 2
- H106 - Grade 3
- H103 - Grade 4
- H104 - Multi-Grade
- H107 - Grade 5



Drop-off/Arrival times/Breakfast

- Students should not be on campus before 7:30 a.m. for their safety.
- Parents/legal guardians should remain in their car when dropping off or picking up their child. If they must disembark their vehicle, they should wear a mask.
- Discourage older people, like our kupuna, especially those with underlying medical conditions, from dropping off or picking up students.
- Students are to go directly to their classroom and wait outside quietly on an "X." An adult will be supervising the area from 7:30 a.m. to 8:00 a.m.
- Breakfast
 - Breakfast will be served 7:20-7:45 am.
 - Breakfast service will be a "grab 'n' go" format; students will pick up their breakfast and go directly to their class to eat.
 - Students participating in distance learning for the day may pick up breakfast on campus outside the cafeteria to take home to eat before school begins.
- Masks are required to be worn when adults/students are on campus.

After School

- Students will be dismissed from their homerooms.
- Students are to be picked up immediately.
- Parents are discouraged from coming on campus too early to pick up their child. If there is a need to be on campus earlier, please wait on the map area and social distance.

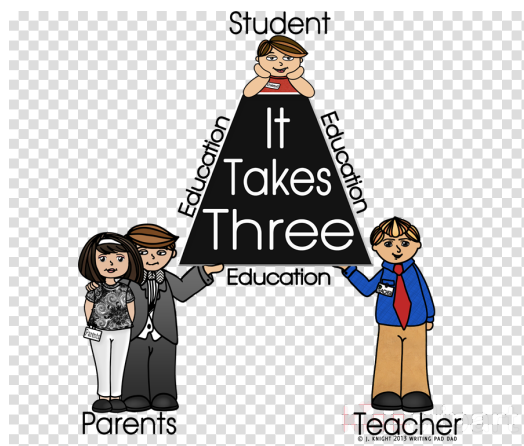
Teacher Note: Late pick up. Call your parent(s) and have students sit (on an "X") outside your room until the parent arrives. If they do not show up within 10 minutes then call the office. Do not send them directly to the office.

Visitors on Campus

- Visitors will be required to report to the school office to sign in.
- Appointments are required to properly schedule and maintain health and safety measures.
- Principals and their designees shall have the authority to restrict access to the campus for those individuals exhibiting any symptoms of illness.
- Principals and their designees shall have the authority to restrict access to the campus if a visitor doesn't have an appointment, and allow for scheduling a future appointment or other means of communication to maintain health and safety measures.
- Persons who are restricted from physical presence at the school or office shall be allowed to conduct business by telephone or other appropriate audio-visual technology.

IMPORTANCE OF COMMUNICATION

- Check the Kuhio School website at www.kuhioschool.k12.hi.us regularly for information and updates.
- Keep contact information up to date. Inform the office **IMMEDIATELY** if there is any change in your phone number or email address.
- Answer any calls coming from the school - we may receive notice to close at any time throughout the day.
- Kuhio School will be using School Messenger and our school email as a communication tool. School Messenger communicates through email, text messaging and voice messages. You can “opt-in” to receive text messages by texting “Y” to 67587
- For questions or to update your contact information call the school office at 973-0085.
- To contact the Principal, Student Services Coordinator, Counselor or Health Assistant, call the main office number.
- Teachers will send home information regarding their preferred method of communication.
- Be sure to check your child’s folders and/or backpack daily for any handouts or communications from the school.



IMPORTANT ROLE OF FAMILIES

Families will play an even greater role this year in the safe functioning of our school. We must work together to effectively balance learning and wellness on campus. Parents, you are the role models for your child(ren). We need your help and support with emphasizing the following with your child:

Reminding and teaching your child about social distancing. There are many times when students are independent, such as before school, at recesses, and afterschool. They will need to know how to social distance themselves.

Validate and emphasize the importance of wearing a face mask when in public. Anytime students are outside of the classroom such as entering and leaving campus, transitioning to recess and/or lunch, and when a teacher requires it in the classroom.

Taking care of others on campus by staying home when feeling ill. If your child(ren) are showing signs of the following, keep in communication with the school and stay home:

- o Fever or unusually warm
- o Coughing and/or sneezing
- o Runny nose
- o Sore throat
- o Shortness of breath and/or difficulty breathing
- o Headache, stomach ache, or nausea
- o Muscle pain and/or unusual fatigue
- o Loss of sense to taste or smell

PLEASE talk to your child and remind them that the following common behaviors of children will **NOT** be allowed:

- Sharing snacks, food, or drinks
- Hugging, shaking hands, spitting
- Exchanging cell phones or sharing/viewing cell phone screens with heads next to each other



Each child should have MULTIPLE face masks.

Each child should have a water bottle.

7 PRONGED APPROACH TO HEALTH & SAFETY

CDC health and safety mitigation strategies (#1-5) & BOE Directives as of 10/12/2020:



Barriers - ALL adults and students on campus are required to have a mask (CDC guidance). There will be various requirements on wearing masks on campus and will not be required the whole time (See p. 13). When masks are required in specific situations (e.g., group work), it is mandatory that students/teachers wear their masks. All adults on campus also have face shields to use when working closely with students. Sneeze guards are also available in classrooms and various locations on campus.

(1. Consistent and correct use of masks (Exceptions will be made for students with disabilities who may be unable to tolerate the wearing of a face mask.))

MASKS AND FIELD SHIELDS

Masks and/or Face Shields are **REQUIRED** on campus when:

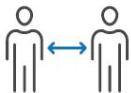
- Interacting with another person within 6 feet of each other.
- Transitioning from home to school, from class to the bathroom, from class to recess, from class to the cafeteria, and from class to home.
- In class when the teacher requires the masks to be worn.
- Outside of the classroom.

Masks and/or Face Shields are **OPTIONAL** on campus when:

- Engaging in strenuous exercise for P.E.
- Based on teacher permission (i.e., when presenting in class to be heard clearly).

Masks and/or Face Shields are **NOT REQUIRED** on campus when:

- Eating lunch or snacks (Do not share your food & drinks).
- If a child/adult has an underlying medical condition. **A note from the doctor is required** and a face shield is recommended as an alternative.



Social Distancing – Social distancing practices will be implemented before school, in class, between classes, at recesses, at lunch and after school. Some examples of social distancing include walking to classes in one direction and eating lunch in classrooms..

(2. Social distancing of no less than 6 feet where possible)



Hand Cleansing – Safe and effective hand disinfection utilizing soap and water and hand sanitizers will be expected before every class and before lunch. All classrooms will be equipped with hand sanitizer and additional common locations on campus will have hand sanitizing stations (e.g., library, office).

(3. Hand hygiene and respiratory etiquette)



Wellness Checks – No student or adult will be allowed on campus with a fever. Parents should check their student for a fever at the beginning of the day. Additional illness protocols will be put into place for the school year (See p. 11). Students returning to school from an illness will be subject to additional temperature checks at lunch and after school by the School Health Assistant.



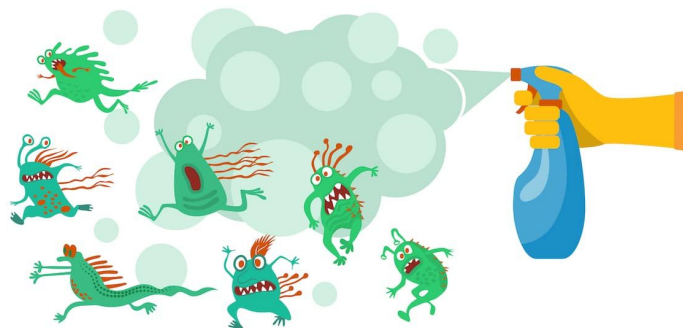
Disinfecting – High touch areas around campus (e.g., railings, benches) will be sanitized multiple times a day. Classrooms will be disinfected at the end of every day by the custodial staff.

(4. Cleaning and disinfection and daily cleaning of technology devices)

Daily Cleaning of Facilities

School facilities will be cleaned daily. High-touch areas, such as door knobs, light switches, counters, desks and chairs, railings, and water fountains will be disinfected frequently throughout the school day.

For Technology Devices, students will be assigned a device and will be taught to clean it before each use.





Contact Tracing – Intermingling of students will be minimized to help with contact tracing should the situation arise. Some examples include not having school wide assemblies, assigned seating for every class, and assigned grade level areas for non-instructional times.



Proper Ventilation (#5)- Maximum fresh air ventilation can be achieved with all windows and doors opened and without air conditioning (AC). Yet, without AC, excessive heat may be a factor for classes in some schools or on hot summer days. Depending on the type/design of the building, the ability to supply outside air may differ.

PROTOCOLS

Health Rooms and Services

To ensure physical distancing, temporary barriers should be installed and procedures for health room visits should be in place prior to the start of the school year. Students exhibiting symptoms of illness should be separated from other health room visitors.

The School Health Assistant (SHA) will play an important role in assessing and intervening when students report to the health room not feeling well. Information for staff, parents and students should be placed into the school's handbook that is distributed at the beginning of the school year.

When a student becomes ill, the teacher should contact the office. If there is no school health assistant on campus, the designated staff member will pick up the student at the classroom and the following steps should be followed:

- The student's parent or guardian should be called to pick up the student.
- The student should be placed in a supervised, isolated area until he/she is picked up. Do not have the student wait at the main office.
- Any student sent home due to illness should be excluded from school until they have clearance from a doctor with a doctor's note.

The following practices to prevent COVID-19 and other contagious viruses should be implemented in the health room:

- Develop a route to the health room that minimizes interactions.

- Avoid and prevent close contact.
- SHA wears a face mask, eye protection (e.g. face shield), and gloves (discarded between students)
- Face masks or tissue should be provided to students when in close contact and when a student has symptoms of illness.
- SHA and the student should wash hands before and after each encounter.
- Screen and send home any students who are ill.
- Isolate those who are ill from others.
- Clean and disinfect surfaces after each use.
- Promote good airflow while maintaining privacy.
- Keep supplies in stock.

Response Procedures for Possible Exposure and Close Contact

Conditions for reporting possible exposure and close contact situations

- The infectious period is two days prior to the onset of symptoms, or if the individual is not exhibiting any symptoms, two days prior to the positive COVID-19 test specimen collection date.
- Close contact is defined as within 6 feet for 15 minutes or longer or in direct contact with the case's secretions (e.g., coughed directly into the face) during the infectious period.

Steps to take when a person reports a possible exposure or close contact

Also see DOH Guidance: COVID-19 Interim Return to Work/School Guidance below

Initial notification:

- **Principal, designee or director/supervisor** will contact the AS or CAS with details of the possible exposure.
- **Principal, designee or director/supervisor** will create a list of employees, casual hires, vendors and students who may have come into contact with the individual to share with the assigned DOH investigator, if needed.
- As approved by the AS or CAS and in consultation with OFO, the **principal, designee or director/supervisor** will identify the impacted areas for a preliminary cleaning, as needed.

Communications Procedure for Positive Cases and Possible Exposure

The COVID-19 Core Response Team will support the principal, supervisor or designee on messaging to close contacts, staff, parents and the broader community. Below are considerations that will be followed for the various levels of notification:

Notifying potential close contacts

Potential close contacts (e.g. staff, parents of students, contracted service providers) identified through conversations with the individual diagnosed with COVID-19, staff and reviewing work space assignments, should be notified verbally followed up by an email for documentation.

Close contact is defined as being within 6 feet of the person for 15 minutes or longer or had direct contact with the infected person's secretions (e.g., coughed directly into face of contact). Also keep in mind the infectious period, which is two days prior to the onset of symptoms or two days prior to a COVID-19 test.

They should be advised to consult with a healthcare provider and asked to self-quarantine for 10 days after last contact with the case. Official quarantine guidance should be sought or provided from a healthcare provider and DOH. Documentation of quarantine requirements should be requested from employees so principals and supervisors can monitor when staff can return to designated work spaces.

Notifying staff and parents (not close contacts)

All staff should be notified via email about cases involving school employees, students, and contract service providers and visitors that accessed campus. Messaging prior to confirmation of diagnosis or for cases where an individual will be evaluated on a case-by-case basis with the COVID-19 Core Response Team.

A broad parent notification to families of students who are not considered close contacts should be considered if any student(s) were on campus at the same time as the individual diagnosed with COVID-19. There will be situations where most students are not impacted by the case, however, the notification can serve as a reassurance and reminder to families about safety protocols and wellness check recommendations. This notification can be considered on a case-by-case basis depending on the circumstances and is ultimately at the discretion of the principal.

Notification to families should go out via School Messenger and/or distributed as a hard copy. The notification should not be posted on the school's social media platforms or website as those communication channels are open to the broader community and would affect the Department's ability to protect and balance the individual's privacy interests with

the public's need to know. The Attorney General's office supports the Department's reporting of cases at the Complex Area level as a way to balance the personal privacy interests with the public's interest.

For cases where an individual was not on campus for two weeks or more prior to the start of the infectious period or COVID-19 test, a notification is at the discretion of the principal since there is no impact to staff or students while at school.

Before a Case of COVID-19 Occurs

Updated Aug. 5, 2020 from DOH

- Remind all families, faculty and staff that they should stay home when sick, to protect others and prevent the spread of illness in the school.
- Implement preventive measures at school:
 - Maintain distance of at least 6 feet from others
 - For preschools, children should learn about physical distancing. Nap mats and cribs should be spaced 6 feet apart.
 - Wear a cloth face covering, especially when distancing measures are hard to maintain
 - For preschools, the emphasis should be placed on maintaining 'ohana bubbles and learning about proper mask wearing.
 - Wash hands often with soap and water for at least 20 seconds
 - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
 - Avoid touching eyes, nose, mouth, and cloth face covering
 - Cover coughs and sneezes with a tissue or inside of the elbow, throw tissue away, and wash hands.
 - Limit use of shared objects
 - Clean and disinfect frequently touched surfaces
 - Do not allow visitors on school campus
- Have a plan for students/staff who become ill at school:
 - Isolate
 - Send home as soon as possible

When A Student Becomes Sick

When a student shows signs of illness at school, contact the school office. If there is no School Health Assistant (SHA), the designated staff member will pick up the student from the classroom.

- The SHA or designated staff member will conduct a screening for potential illness.

- If the student has any symptoms of illness, the SHA will call the student's parent/legal guardian to pick up the student.
- While waiting to be picked up, the sick student must be isolated from others in a supervised area. Ideally, someplace other than the Health Room.
- Do not have the student wait at the main office or any other high traffic area(s).
- If a student has any COVID-like symptoms of illness, he/she may return to school:
 - After 10 days after symptoms first appeared AND no fever for at least 24 hours without the use of fever-reducing medication AND symptoms improved.
 - With a doctor's note AND no fever for at least 24 hours without the use of fever-reducing medication AND symptoms improved.
 - With a negative COVID-19 test result AND no fever for at least 24 hours without the use of fever-reducing medication AND symptoms improved.
- The SHA will send a note home with the student which conveys the recommendations above.
- For further information, see [SHA Manual Section 2-10 General Principles for Temporary Exclusion from School](#) .

Siblings of Students Who Become Sick at School

If the siblings of an ill student who is sent home are not ill, they must be sent home. At that point, the siblings (and all household contacts) shall remain at home until the test results return.

If the COVID-19 test results are **negative**:

- The ill student may return to school as long as symptoms are resolving and he/she has no fever for 24 hours without the use of fever-reducing medications.
- Siblings (household contacts) may return to school if they are symptom-free.
- A doctor's note must accompany all students who return to school.

If the COVID-19 test results are **positive**:

- The ill student must remain at home until:
 - At least 10 days have passed since symptoms first appeared AND
 - At least 24 hours have passed since last fever without the use of fever-reducing medication AND
 - Symptoms have improved (cough, shortness of breath).
- Siblings (household contacts) must remain at home for 14 days if they have no further contact with the person with COVID-19, or until 14 days after the person with COVID-19 is released from isolation if there is ongoing contact.

If the student's physician has determined that the child has an illness other than COVID-19, the student may return to school as long as symptoms are resolving and he/she has no fever for 24 hours without the use of fever-reducing medication.

Cleaning of Facilities for COVID-19 Confirmed Case

If someone is suspected to have COVID-19 while on campus, close off any areas used by the individual. If professional cleaning and disinfection services are not available, schools or business offices should close the impacted areas for seven days. While CDC and DOH guidance recommends closing an area for 24 hours before cleaning and sanitizing, considering CDC information, the likelihood of the virus remaining on surfaces is greatly diminished after 7 (seven) days. Professional sanitizing service contractors will be utilized to clean the impacted areas prior to seven days or as appropriate.

The following steps should be taken to address potentially impacted areas.

- Incident reported:
 - All areas accessed by individual are identified
 - Principal and CAS decide on what areas, rooms, and buildings to close
 - OFO will notify the point of contact (principal or designee) who will notify the appropriate branches and staff of the school or facility and work with the school to determine next steps and a schedule for cleaning

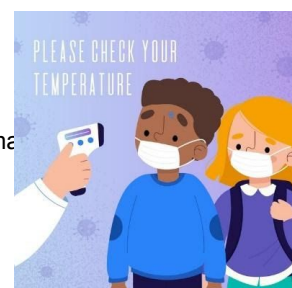
If seven or more days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. School custodial staff can continue with routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

These steps should be done in consultation with the Department's COVID-19 Core Response Team. Additional CDC guidance for "Cleaning and Disinfecting Your Facility" is available, [click here](#) . For more information, view training offered by OFO [here](#) or contact the Office at (808) 784-5000.

Illness

Parents must call the school for every absence ((808) 973-0085). Daily communication between the school and family is requested when your child is showing the following symptoms:

- Fever or unusually warm
- Coughing and/or sneezing



- Runny nose
- Sore throat
- Shortness of breath and/or difficulty breathing
- Headache, stomach ache, or nausea
- Muscle pain and/or unusual fatigue
- New loss of taste or smell

If any symptoms are observed in school, the student will be sent to our isolation room (H201). The parent or guardian will be contacted to take the student home immediately. **It is vital that the school have your updated contact information, information for an emergency contact and that you answer all calls from the school.** If we are unable to contact you, the emergency medical services (EMS/ambulance) will be called to the school. If EMS is called, ***you will be responsible for any charges.***

The student will not be allowed to return to school the next day.

Revised Procedure when a parent reports that child will be absent from school due to illness (Revised November 30, 2020)

If a child is kept home due to any illness or suspected illness:

- Parents are to call their doctor. The doctor will determine next steps: come in for a checkup, Virtual Telemed Appointment, COVID test, etc.
- Student will only be readmitted to school with a doctor's note/clearance (clearance may be faxed to the school at 973-0088)
- If there are siblings, siblings must also stay at home and return with a doctor's note/clearance
- If a student or family member test positive for COVID, the lab report stating the negative or positive result must be either faxed or hard-copy sent to the office. When the child returns to work/school a doctor's note or clearance is required to be faxed, emailed or hand delivered to the school. If a child tests positive and quarantines for 10-14 days, the child must return to school with the lab report stating that the results are negative.
- Office personnel will notify teacher is parent is calling in to report a student's absence due to a cold/ COVID virus
- **Travel:** A negative COVID lab report must accompany the child upon his/her return to school

See the next page for testing sites & health access information. Communication of the testing results with our school will help to get students back to school as soon as possible.

CONTINGENCY PLAN FOR SCHOOL CLOSURE

In the event that an adult or student on campus tests positive for COVID-19, the school will immediately be contacted by the Department of Health. The Department of Health will then determine who will need to be quarantined, and also which areas need to be disinfected by a contracted provider.

Please be aware that this contact may occur at any time; our school could shut down at any time during the school day or even at night. It is dependent upon when the Principal receives the call from the Department of Health.

Please refer to school closure instructions on the school website, and in the student and parent handbook. Classes will resume via Google Classroom and virtual meetings.

If your phone number or email changes for any reason, or your emergency contacts change, you MUST update the school immediately. It is urgent that we have current contact information for you in the case of an emergency. It is also important that you inform your emergency contact that the school may contact them about your child, if you cannot be reached.

Please make sure to unblock email messages from *School Messenger* (our messaging platform) and **OPT-IN to text messages from our school by texting "Y" to 67587 from your mobile phone. Your mobile plan's text messaging rates apply.**

Family and Community Resources



**HEALTH HOTLINE AND
TELEHEALTH FOR
HAWAI'I DOE STUDENTS**

(844) 436-3888
TOLL FREE

Monday – Friday,
8 a.m. – 4 p.m.

NO COST
health advice & telehealth
appointments with
Hawai'i Keiki nurses





**HEALTH
HOTLINE
AND
TELEHEALTH**

FOR HAWAI'I DOE STUDENTS

Monday - Friday
8 a.m. - 3 p.m.
excluding holidays

(844) 436-3888
TOLL FREE

NO COST
health advice & telehealth
appointments with
Hawai'i Keiki nurses



August 2020

COVID Testing Sites

Island Urgent Care – Kapahulu

Appointment required

449 Kapahulu Ave Ste 104 (808) 691-2619

Kapiolani Medical Center for Women & Children

Call to confirm before visit

1319 Punahou St, Honolulu (808) 462-5430

Straub Medical Center - Next to Parking Garage

Call to confirm before visit

826 S King St, Honolulu (808) 462-5430

Island Urgent Care - Kakaako

Appointment required

400 Keawe St Ste 100 (808) 691-2619

Queen's Medical Center - Punchbowl

Appointment required

1301 Punchbowl St, Honolulu (808) 691-2619

'Ohana Help Desk



Welcome to the 'Ohana Help Desk

The 'Ohana Help Desk is a statewide initiative by the Hawai'i State Department of Education (HIDOE) to provide technology support to public school students and their parents as they transition to more opportunities for online and blended learning.

[Superintendent's Message](#)

How can we help you?

Call: 643-DESK (3375)

Chat: chat.ohanahelpdesk.org

Visit: ohanahelpdesk.org

Hours of Operation

Monday - Friday 7am - 8pm HST

Sunday 4pm - 8pm HST

Closed on Saturday and state holidays